TOSHIBA

DIGITAL COLOUR PLAIN PAPER COPIER

OPERATOR'S MANUAL FOR COPYING FUNCTIONS

e-STUDIO 210c/310c

WARNING: Changes or modification made to this equipment, not expressly approved by Toshiba TEC or parties authorized by Toshiba TEC could void the user's authority to operate the equipment.

Trademarks:
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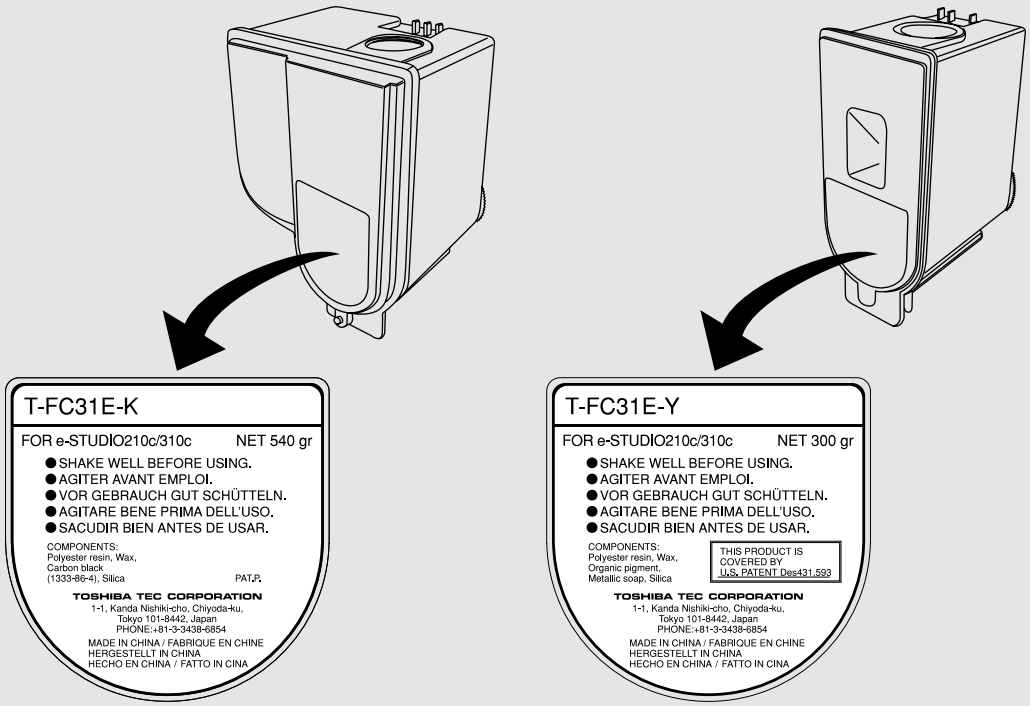
Fiery Scan, Command WorkStation, WebSpooler are trademarks of Electronics For Imaging, Inc.

e-STUDIO210c/310c Toner Cartridges

It is recommended that genuine TOSHIBA supplies and parts be used in order to obtain optimum results.



Supplies / Parts

Dependability

Genuine Toshiba supplies are subjected to the strictest of inspections so that every supply you receive will perform at optimal levels.

High Productivity

Genuine Toshiba supplies are created to meet the demands of our competitive world and provide high-speed reliable trouble-free copies when you need them.

Stable Image Quality

Genuine Toshiba supplies are designed to provide consistently stable image output day after day.

Copier Kind

Genuine Toshiba supplies are designed to keep the copier and all its parts in trouble-free working order. Reduction of machine wear is due to Toshiba´s intimate knowledge of the copier's characteristics ensuring the highest standard of care.

Machine Balance

From the beginning Toshiba supplies and machines were made for each other. Whenever Toshiba designs a new machine, it also designs a new toner that is made just for that machine. By using Genuine Toshiba supplies with Toshiba copiers you guarantee optimum performance.

Toners

Optimum Image Quality
Genuine Toshiba toners use ultra-fine quality materials and precisely controlled parameters so that Toshiba copiers can continually generate sharp high-quality image output.

Cost Advantage
Genuine Toshiba toners mean value. They are designed to use only the proper amount of toner enabling the machine to continue to operate until all the toner has been used. In this way you get the full value of the toner.

Environmental Harmony
Genuine Toshiba toners are designed with the environment in mind. To care for Mother Earth, we use embossed or plastic labels making our toners fully recyclable. In addition, harmful dust and ozone levels have been reduced to improve the working environment.

Human Friendly
Genuine Toshiba toners are people-friendly. Before approving our toners for sale, we test them to be sure that they pass the strictest of health standards. This takes the worry out of handling the toner.

General

ISO 9000 and ISO 14000
Toshiba toner plants are ISO 9001 or ISO 9002 and ISO 14001 certified.
Therefore quality of craftsmanship and environmental friendly production are guaranteed from the factory.

Service and Support Benefits
Toshiba´s Service engineers are certified to keep your copier performing at optimum levels. To ensure continuous image quality it is highly recommended to utilize an authorized Toshiba service provider to care for and perform periodical maintenance so that you can get full benefit from your copier.

Thank you for purchasing the Toshiba Digital Colour Copier e-STUDIO210c/310c. This Operator's Manual describes the following:

- how to use the digital colour copier
- how to inspect and carry out maintenance on the digital copier
- how to remedy mechanical and copying problems

The Colour Guidebook in colour, which comes in a separate volume explains copy density adjustment, colour adjustment, copy editing, image editing and image processing in a way that is easy for you to understand.
Before using the digital colour copier, thoroughly read and understand this Operator's Manual. To ensure that clean copies are made at all times and to keep your digital colour copier in optimum working order, this Operator's Manual should be readily available for future reference.

When the digital copier is used as a printer or scanner, be sure to read the Operator's Manual for the Printer Controller (User Document CD-ROM).

■ To ensure correct and safe use of the Toshiba Digital Colour Copier e-STUDIO210c/310c, this Operator's Manual describes safety precautions according to the following three levels of warning:

Before reading this Operator's Manual, you should fully understand the meaning and importance of these signal words.

Warning .. Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
Caution ... Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note ..... Indicates a procedure you should follow to ensure the optimal performance of the digital colour copier and problem-free copying.

Tip ..... Describes handy information that is useful to know when operating the digital colour copier.
Advice .... Describes an operation you should follow to keep the digital colour copier in good working order.

Warning
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

1. Do not touch the connector terminal when disconnecting the cables of peripheral equipment.
2. Before opening any covers or removing any units from the copier, discharge the static electricity from your body by touching a metal part of the copier.

This product is carrying the CE-Mark in accordance with the related European Directives. Responsible for CE-marking is TOSHIBA TEC GERMANY IMAGING SYSTEMS GmbH, Carl-Schurz-Str. 7, 41460 Neuss, Germany. e-mail : customerservice@toshibatec-tgis.com

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Features of the e-STUDIO210c/310c

The e-STUDIO210c/310c is a digital colour copier employing a 4-step tandem copy process, which is capable of high-speed full-colour copying. The e-STUDIO210c/310c incorporates a display with a touch panel and menu keys that graphically represent copier functions. As a result, anybody can make clear-looking copies quickly and easily.
The e-STUDIO210c/310c also has the following convenient features, functions and options.

- The full-colour copying speed is 21 copies (A4) per minute for the e-STUDIO210c, and 31 copies (A4) per minute for the e-STUDIO310c.
- The resolution of both scanning and reading realizes a high-quality full-colour image with 600dpi and 256 shades of gradation for each colour by the proprietary 4-beam laser unit.
- The 9.5 seconds for the first copy output marks the fastest speed among copiers of a similar class. You can make copies pleasantly in no time.
- The warm-up time is drastically shortened to approximately 4 minutes (about half of that of the Toshiba copiers FC15/22).
- Electronic sorting improves both colour and black-and-white copying productivity.
- OHP film feeding is available from the cassette.
- Comes with rich editing functions such as trimming, masking and image repeat.
- Loading the page memory and hard disc as standard equipment enables 2 in 1/ 4 in 1, electronic sorting and magazine sorting, etc.
- A fixing system with less oil reduces the amount of oil stuck to the paper and consequently produces OHP-film copies of good permeability.
- Just by simply replacing the cartridge, you can add toner and you do not soil your hands. Since the paper is fed in straight, any paper jams can be cleared quickly.
- A wide variety of media from thin paper (64g/m^2) to thick paper (256g/m^2), sticker labels, OHP films, etc. is acceptable.
- A wide range of paper sizes from A6-R to A3-wide (305 x457mm) is acceptable.
- The image quality technology offers up to 999 successive stable copy images.
- The Advanced Image Enhancement mode automatically analyses an original which has mixed text, illustrations and photographs, and reproduces an optimal image.
- Installing an optional finisher offers quick sorting such as stapling, magazine sorting and hole punching (optional) of copies automatically.
- Installing a finisher with an optional saddle stitching function attached allows you to select the saddle stitching mode which will automatically staple the centre of the document just like a book.
- Two types of controllers (optional) can be connected to the copier externally or internally in order to make printers and scanners available.
- Comes with the 'energy saving mode' which can lower the fuser temperature to save power consumption while the copier is not being used. The 'off-mode' will automatically turn the copier off when it is not used for a specified period of time, and the 'sleep mode' can maintain the minimum power consumption when the optional printer is in use (waiting) while the copier is not being used.

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PRECAUTIONS

1. Installation

1 **The e-STUDIO210c/310c should be installed by a qualified service technician.**

Note: The packing material should be disposed of properly.

2 **To obtain the best possible results, this copier should be used in conjunction with a dedicated AC power line at the following ratings.**

220–240V, 50/60Hz, 9A

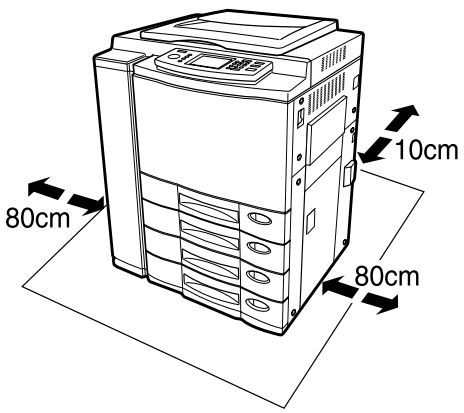
Notes:

1. The use of other appliances or other equipment on the same line as this copier may adversely affect performance and copy quality.
2. Be sure to use a 3-conductor, grounded wall outlet.
3. In areas where a 2-pin plug is used, the copier must be grounded for safety.
   Never ground it to a gas pipe, a water pipe, or any other object not suitable for grounding.

3 **After a suitable place has been selected for the installation of the e-STUDIO210c /310c, please do not change it. Avoid excessive heat, dust, vibration and direct sunlight. Also, provide proper ventilation as the copier emits a small amount of ozone.**

Notes:

1. The recommended environmental range for use is as follows:
   • Temperature: 10~30°C/50~86°F
   • Humidity: 20~85% RH
2. To insure optimal operation, allow clearances of at least 80cm on the left, 80cm on the right and 10 cm in the rear (refer to the illustration below).



The socket outlet should be installed near the equipment and be easily accessible.

2. General Precautions

1 **Handle and use the copier gently and carefully.**

- Do not place anything on the paper cassettes or the original feeding tray.
- Never allow the power cable to be trampled on or pinched between hard objects, otherwise an accident or electrical trouble might occur.
- Do not allow any metal items such as paper clips to fall into the copier.

2 **Be sure to turn OFF the power switch (unless using the weekly timer mode):**

- When you leave your office at night.
- If a power failure occurs.

Caution: When turning OFF the power switch, be sure to do so only after the machine cycling has come to a complete stop.

Be sure to disconnect the power-cord plug:

- When you do not intend to use the copier for an extended period of time.

Be sure to turn OFF the power switch immediately and call for service:

- If an unusual noise is heard from the copier.
- If the outside of the copier becomes unusually hot.
- If any part of this copier is damaged, or if it has been dropped.
- If the copier has been exposed to rain or liquid.

3 **It is recommended that only supplies made or designated by Toshiba be used for the e-STUDIO210c/310c in order to optimize copy quality. All supplies should be stored in a cool, dry area.**

For optimum performance, it is recommended that 80 g/m^2 xerographic bond paper of high quality be used. Paper of lower quality may contain inherent properties such as excess paper dust and may lead to premature servicing.

4 **Do not apply force or place heavy objects (4kg or more) on the original glass. Breaking the glass may cause personal injury.**

5 **Do not place heavy objects on the copier. They may fall and injure you.**

WARNING: DO NOT LEAN ON, APPLY FORCE OR PLACE HEAVY OBJECTS ON THE FINISHER. PERSONAL INJURY OR PROPERTY DAMAGE MAY RESULT.

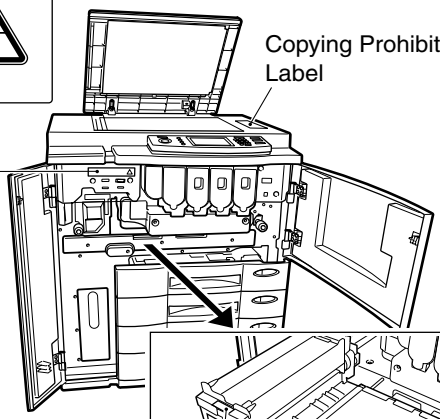
Machine Noise Information

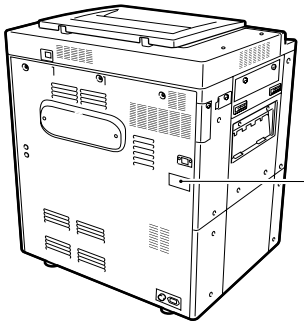
Ordinance3. GSGV, January 18, 1991: The maximum sound pressure level is equal to or less than 70dB(A) according to EN27779.

2. General Precautions (Cont.)

Warning Label

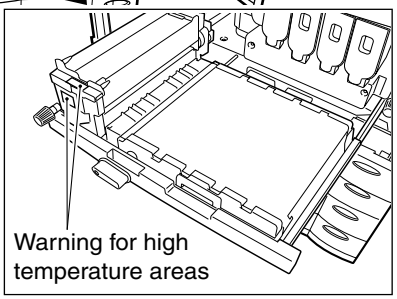
DANGER - LASER RADIATION WHEN OPTICAL UNIT OPEN OR DRUM UNIT REMOVED AND INTERLOCK DEFEATED. AVOID DIRECT EXPOSURE TO BEAM.
VORSICHT - LASERSTRAHLUNG, WENN DIE ABDECKUNG GEÖFFNET ODER DIE TROMMEL ENTFERNT UND DIE VERRIEGELUNG UNWIRKSAM GEMACHT WIRD. NICHT DIREKT DEM STRAHL AUSSETZEN.
DANGER - RAYON LASER LORSQUE LE BLOC OPTIQUE EST OUVERT, LE TAMBOUR RETIRE ET LE VERROUILLAGE HORS D' USAGE. EVITER L'EXPOSITION DIRECTE AU RAYON.
PELIGRO - RADIACION DE LASER CUANDO LA UNIDAD OPTICA ESTA ABIERTA O LA UNIDAD DEL CILINDRO ES RETIRADA Y CUANDO EL INTERRUPTOR DE SEGURIDAD ESTA DESACTIVADO. EVITE EXPOSICION DIRECTA AL RAYO.
>PS<





Explanatory Label

>PS<
CLASS 1 LASER PRODUCT
APPAREIL À LASER DE CLASSE 1
LASER KLASSE 1
PRODUCTO DE LASER DE CLASE 1

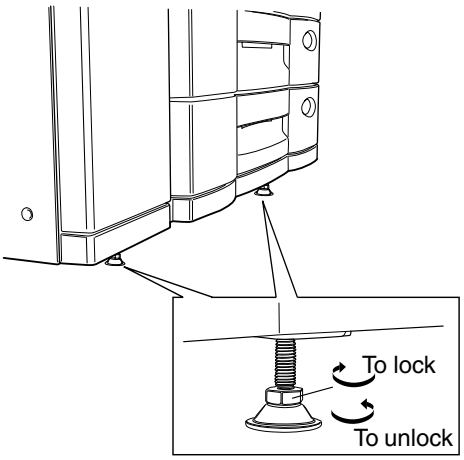


● Fixing the adjusters (stoppers)

There are two adjusters (stoppers) located in the front bottom part of the copier. After moving/installing the copier, be sure to turn the adjusters clockwise to fix them firmly on the ground.

*To unlock the adjusters when moving the copier, turn them anticlockwise.

If the copier is not steady, it may fall over and result in personal injury.



FORGERY PREVENTION FUNCTION

This copier has a forgery prevention function.
Please ensure that your digital full-colour copier is not used for making copies of prohibited items.

STORAGE OF COLOUR COPIES

(1) The copies should be kept in a place which is not exposed to light to prevent fading when they are stored for a long time.
(2) If copies are kept pressed between plastics made of chloroethylene for a long time, the toner may melt and stick to the plastic due to high pressure and high temperature. Keep them in polythene binders.
(3) When a colour copy is folded, the toner at the fold can become separated.
(4) The toner on the copies may melt if it touches solvent. If the ink on the copies has not completely dried, the toner may also melt. Keep copies away from solvent.
(5) When copies are kept near an extremely high temperature source such as a heater, the toner may melt. Keep them at room temperature and do not allow this to vary very much.

1. BEFORE MAKING COPIES

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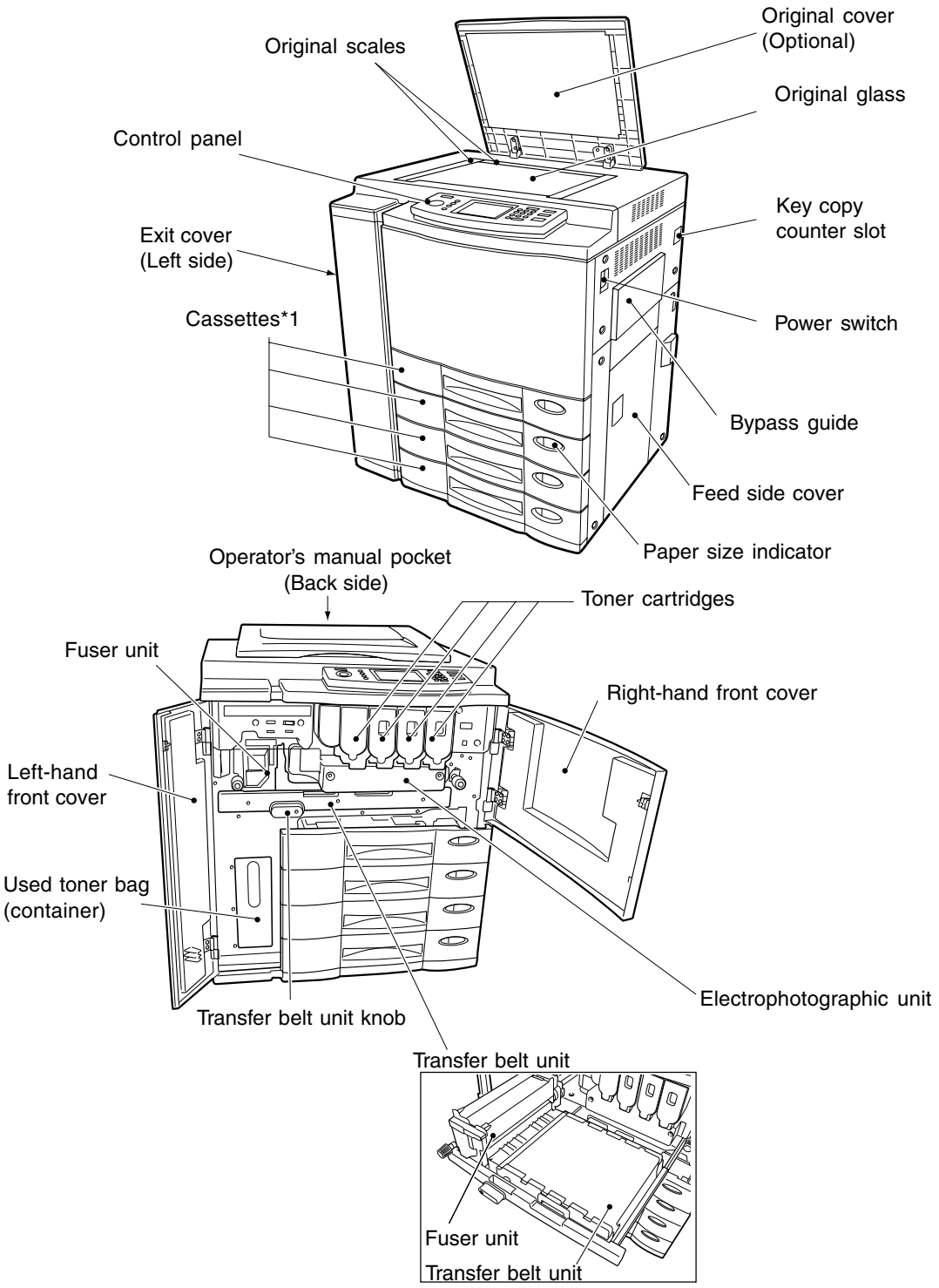
Main Components



*1.....2 cassettes are standard equipment. When the automatic duplexer (optional) is installed in the uppermost cassette, the 2nd to the 4th cassettes are for paper feeding (the 4th is an option).

Optional Equipment

① **Key Copy Counter**
Records (or accumulates) the number of copies made by each person or group separately.

② **Reversing Automatic Document Feeder**
Automatically feeds a placed stack of originals one by one to have them copied.

③ **Automatic Duplexer**
This reverses the copies in order to make duplex copies.

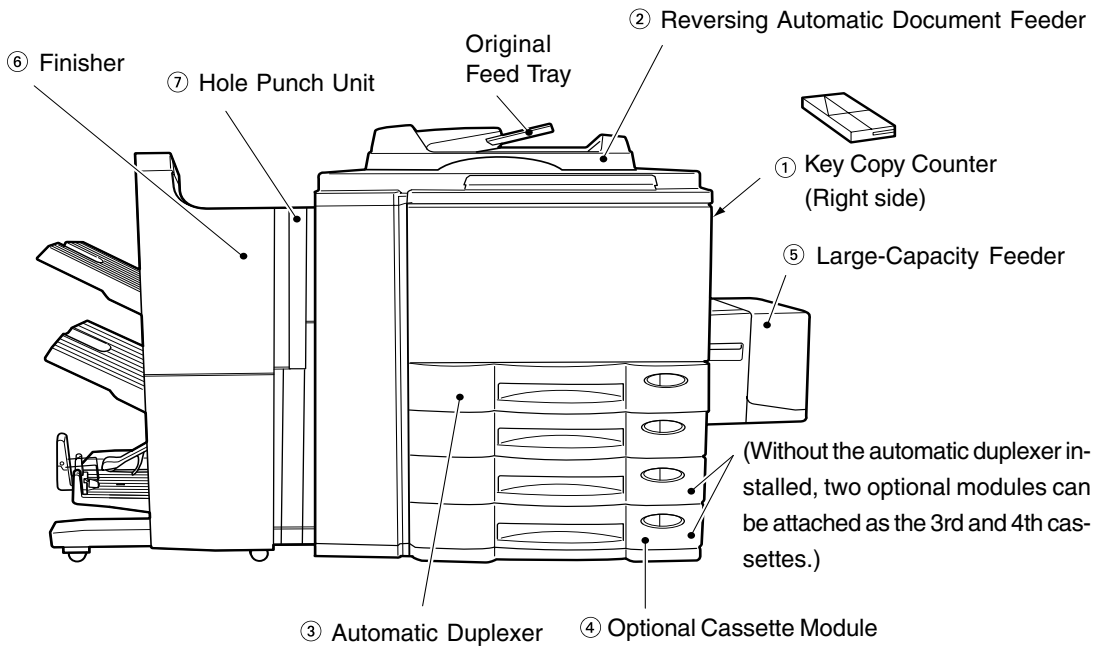
④ **Optional Cassette Modules**
One optional module can be attached when the automatic duplexer (optional) is installed.

⑤ **Large-Capacity Feeder**
Feeds up to 1500 sheets of A4-sized paper (80g/m^2)(recommended by Toshiba) continuously.

⑥ **Finisher**
Enables the use of the hole punching (available when the optional hole punch unit is installed) and saddle stitching modes (MJ-1020 only) in addition to the sort, group and stapling modes.

⑦ **Hole Punch Unit**
Makes punch holes on copies.

Optional Equipment Configuration



Control Panel

① **TIMER lamp**
The TIMER lamp lights when the timer is being used.

② **HELP key**
When this key is pressed, the appropriate operation procedures are displayed.

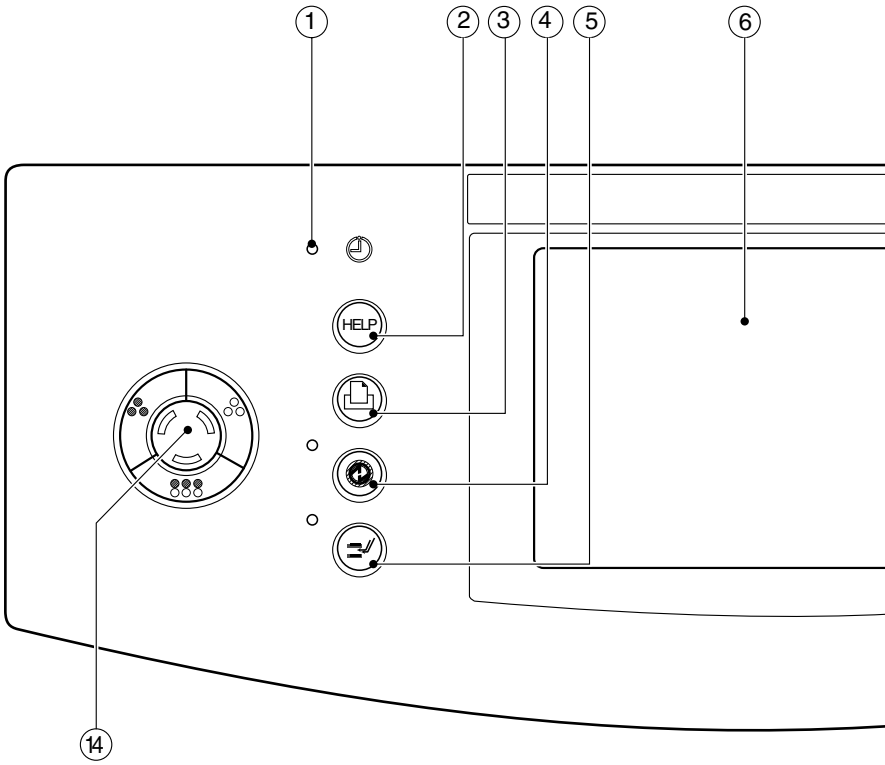
③ **PRINTER/NETWORK key**
If you have a printing and scanning option (printer controller) installed, press this key to switch between the printer/scanner function and copier function.
*PRINT key ► Page 1-5 (right bottom)

④ **ENERGY SAVER key**
When you are not going to use the copier for a while, press this key, which automatically turns off all display lamps. To resume copying, press this key again.
If you press this key when the optional printer controller is installed, the power supply to the printer board is not cut off, which allows automatic return of the device when it receives printer data.

⑤ **INTERRUPT key**
While copying is already in progress, press this key when you want to make copies of different originals. During interrupt copying, copies can be made only one by one. Pressing the key again will return you to the previous copy job.

⑥ **Touch panel**
Displays the copier conditions, operating procedures, and various instructions and information to the user in text and illustrations.

⑦ **COLOUR SAMPLE SEAL**
This seal shows samples of the monocolour mode.



⑧ **ACCESS CODE key**

Press this key to administer the users of the copier by the access code. Press this key again when you finish making copies so that the next person must enter his/her own access code to make the copier available again. ► Page 1-9

⑨ **//FUNCTION CLEAR key**

When this key is pressed, all selected copy modes are cleared to default settings. ► Page 2-2

* Automatic Function Clear ► Right bottom of this page

⑩ **STOP key**

Use this key to stop an ongoing scan and copy operation. ► Page 2-18

⑪ **START key**

Press this key to start copying.

⑫ **Digital keys**

Use these keys to enter the number of copies you want to make and so on.

⑬ **CLEAR key**

Use this key to correct numbers entered with the digital keys such as an incorrect copy quantity.

⑭ **COLOUR MODE SELECTION key**

AUTO COLOUR

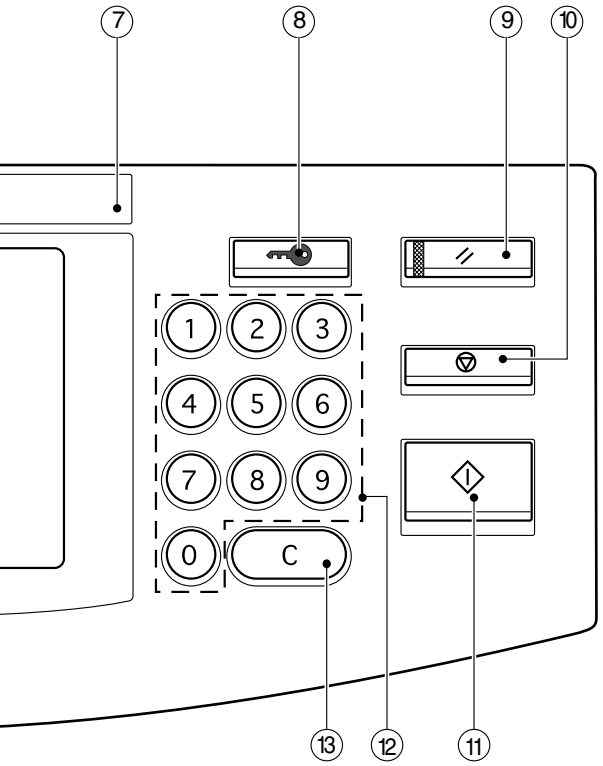
The type of original is automatically recognized. Coloured originals are colour-copied and black and white originals are copied in black and white.

FULL COLOUR

Regardless of colour, all originals are colour-copied.

BLACK

Regardless of colour, all originals are copied in black and white.



PRINT key

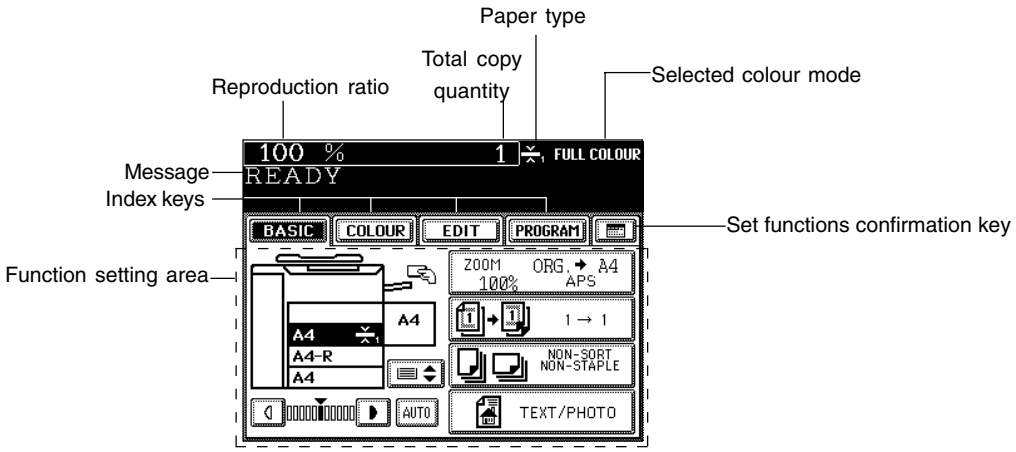
If you press the PRINTER/NETWORK key when the optional printer controller is installed, the PRINT key is displayed on the touch panel (► Page 8-2). Press this key if you want to start printing immediately after copying has been finished.
(If it is not pressed, printing automatically starts in 45 seconds.)

Automatic Function Clear

Even if you do not press the //FUNCTION CLEAR key, withinthe specified period of time after copying or scanning (when the optional printer controller is installed) is finished or after the last key is pressed in a copy procedure, the automatic function clear mode will work to clear all settings to defaults, and the basic screen will be displayed. While the department management function is being operated, the display returns to the access code input screen. ► Page 1-9

Touch Panel

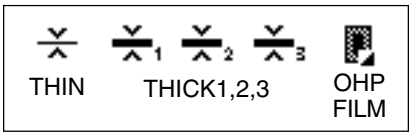
When the power is turned on, the following basic screen is shown on the touch panel. (If each department is controlled by an access code, a different screen is displayed. ► Page 1-9)
On the screen, currently set functions, selected functions and the copier status are shown using messages and illustrations.
* The contents of the touch panel screens in this manual show a copier equipped with a complete range of options.



Message Display

The following information is shown on the touch panel:
Copier status, operational instructions, cautionary messages, reproduction ratios, total copy quantity, paper type and colour modes.

- **Paper type**
  If THIN, THICK1 paper or OHP films are set in the cassette (► Page 2-7), or any special sheets are set on the sheet bypass (► Page 6-10), the selected paper type is displayed on the top right of the screen.

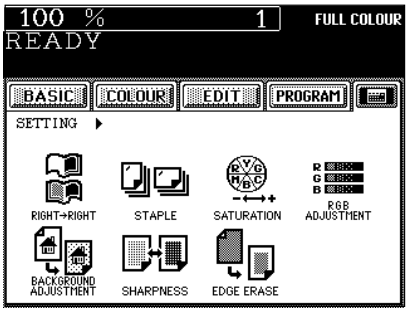


Touch-keys

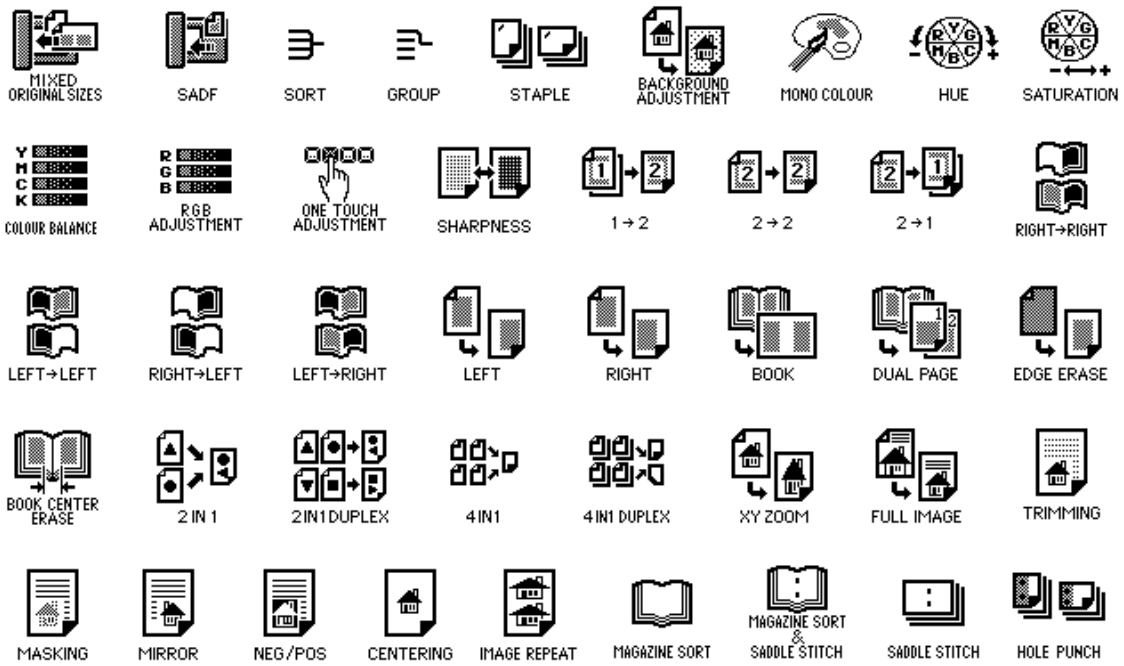
The various function items are touch-key selectable. Press any key lightly with your finger.

- **Index keys**
  Used for switching between the Basic, Colour, Editing and Programme menu.
- **Function setting area**
  This is where you select or set various functions.

- **Set functions confirmation key**
  This key allows you to confirm the functions that have been set. (The display shown on the right is an example.)

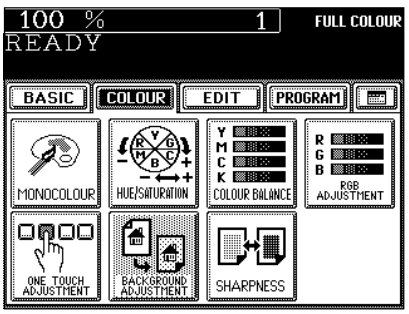


The icons displayed on the screen are as follows(some icons may not appear on the screen):



Clearing the Functions Selected

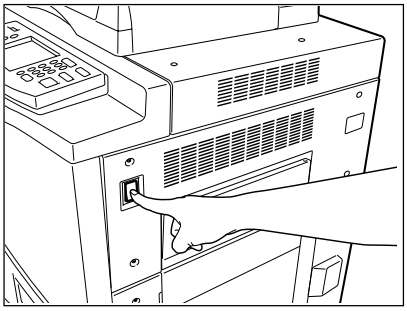
If you press any key that is half-tone shaded, the function selected is cleared. Also, if the copier is left inactive for approx. 45 seconds, the automatic function clear (► Page 1-5) works and the settings will be cleared.



1 **Turn ON the power switch.**

- This message appears on the message panel of the Basic Screen:

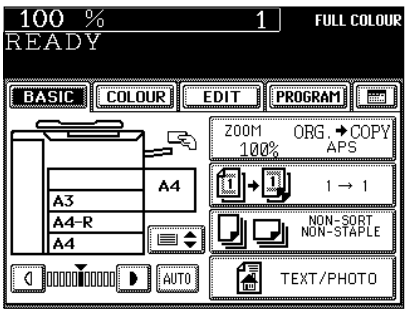
Wait Warming Up



2 **About 4 minutes later, the copier will become ready for copying.**

- This message appears on the message panel:

READY



Tip

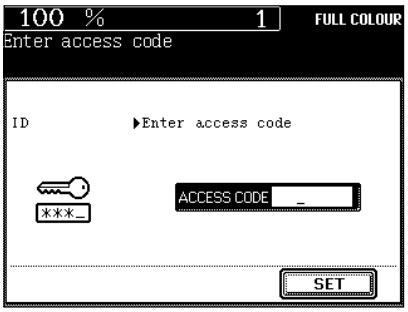
While the copier is warming up, you can use the Auto Job Start function. ► Page 2-14

Controlling the Use of the Copier with Access Codes

With the use of access codes, you can restrict copier users as well as manage copy volumes made by individual groups or departments of your company.
* Registering, changing and deleting an access code ► Page 6-24
* The access codes and the key copy counters (► Page 1-10) cannot be used together.

1 When the department management function is in use, the screen shown on the right appears immediately after the power switch is turned on.

- The same screen is displayed when the (ACCESS CODE key) ACCESS CODE key is pressed or the automatic function clear mode is activated.



2 Key in a registered access code (5-digit).

- The copier will be ready for copying.

Tip

If the following message remains displayed,

Enter access code

the access code you have entered may be incorrect. Key in the correct code.

After Copying is Finished

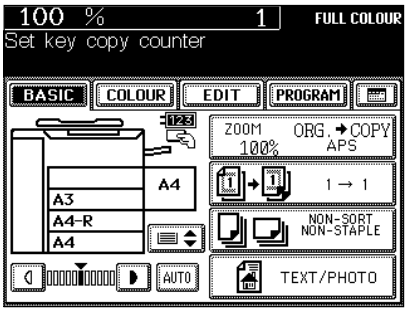
If the department control function is in use, be sure to press the (ACCESS CODE key) ACCESS CODE key on the control panel after finishing copying. The display returns to the access code input screen and the department management function will remain active.

Controlling the Use of the Copier Using the Optional Key Copy Counters

When the optional key copy counter is available, you can only make copies by inserting your key copy counter. When you make copies with your key copy counter inserted, the number of copies made is recorded (or added up) in your counter. Any number of key copy counters can be used.
* For how to use the key copy counter, consult your service technician.
* The key copy counters and the access codes (► Page 1-9) cannot be used together.

1 **The following message appears on the basic screen:**

Set key copy counter

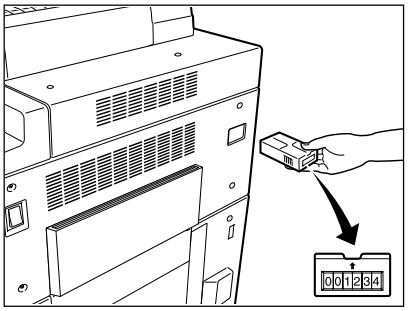


2 **Insert your key copy counter slowly in the direction as shown on the right until it comes to a stop.**

- When the message has changed to:

READY

the copier is ready for copying.



Note

Do not pull out the key copy counter during copying.

After Copying is Finished

After you have finished making copies, remove your key copy counter.

Off-mode (Base model)

The power switch of the copier automatically shuts off when the copier is not being used for a specified period of time. The default setting is "OFF", however, the period of time until the switch is turned OFF is selectable between 3 and 240 minutes on the "AUTO SHUTOFF" menu.
Setting the off-mode ► Page 6-32

Sleep mode (When the copier is used also as a printer)

This function allows the copier automatically to cut off the unnecessary electricity to the fuser unit when the copier is not being used for a specified period of time and to stand by with the minimum power consumption. The default setting is "OFF", however, the period of time until the copier goes into the sleep mode is selectable between 3 and 240 minutes on the "AUTO SHUTOFF" menu.
Setting the off-mode ► Page 6-32

Energy saving mode (When the copier is used also as a printer)

This function allows the copier automatically to lower the fuser unit temperature to stand by with the minimum power consumption when the copier is not being used for a specified period of time. The default setting is "OFF", however, the period of time until the copier goes into the energy-saving mode is selectable between 3 and 60 minutes on the "ENERGY SAVE" menu.
Setting the energy saving mode ► Page 6-31

ENERGY SAVER time < AUTO SHUTOFF time
The copier goes into the energy saving mode, then the off-mode or sleep mode.
ENERGY SAVER time ≧ AUTO SHUTOFF time
The setting of the off-mode or sleep mode takes precedence and the energy saving mode becomes invalid.

Power consumption and warm-up time at energy saving mode

Power consumption: Average power per hour

Mode		Power Consumption		Warm-up time	Efficiency	
		Without option	With full options*1		Without option	With full options*1
Energy saving mode	Level 1	Approx.100W	Approx.135W	Approx. 2 min. 15 sec.	Approx. 57 %	Approx. 49 %
	Level 2	Approx.160W	Approx.195W	Approx. 1min. 15 sec.	Approx. 30 %	Approx. 26 %
Normal standby		Approx.230W	Approx.265W	0	0 %	0 %

*1 With full options: Reversing automatic document feeder, automatic duplexer, finisher, large-capacity feeder, hole punch unit , cassette modules

- Power consumption and warm-up time are the actual measurements made according to Toshiba's method of measuring.
- The initial (default) setting of the energy saving mode is Level 1. You can switch the level depending on the user's environment. User selection ► Page 6-16

2. HOW TO MAKE COPIES

1. General copying procedures 2-2
2. Setting copy paper 2-4
- Acceptable copy paper types and sizes 2-4
- Recommended paper / Handling and storing paper 2-5
- Changing the paper size of the cassette / Setting the cassette for special uses 2-6
3. Setting originals 2-9
- Acceptable original types and sizes 2-9
- When placing an original on the glass 2-10
- When using the reversing automatic document feeder (optional) 2-11
4. Auto job start (Job preset) 2-14
- During warming up 2-14
- During copying 2-15
- During printing (optional) 2-16
5. Interrupt copying 2-17
6. Cancelling/Resuming a copy operation 2-18

After setting (confirming) paper in the cassettes, place the originals. When the ◇ START key is pressed with any settings unchanged, copies are made in the initial (default) settings (*1). You can make copies as desired by setting different copy modes.

The initial (default) settings of the copier at the time of installation are as shown on the right.

*1 The copy modes that are automatically set when the power is turned on, when the energy-saving mode is cleared or when the //FUNCTION CLEAR key is pressed on the control panel are called the initial (default) settings.
*2 This is displayed when the reversing automatic document feeder (optional) is installed.

Initial (default) settings

Full-colour mode
Reproduction ratio..... 100%
Copy quantity 1
Automatic paper selection
1-sided copies from 1-sided originals
Manual image density
Text/photo mode (original image type)
Sheet bypass..... plain paper
Non-sort Non-staple mode
Continuous original feed mode (*2)

Copying Procedure

1 Place paper in the cassette(s).

- Acceptable copy paper ► Page 2-4

Tip

When the desired paper is not set in any of the cassettes or the large-capacity feeder (optional):

- Setting the cassette ► Page 2-6
- Bypass copying ► Page 6-5

2 Place the originals.

- Acceptable originals ► Page 2-9
- When placing an original on the glass ► Page 2-10
- When using the reversing automatic document feeder (optional) ► Page 2-11

3 Select the copy modes (① in the illustration on the page on the right)**.**

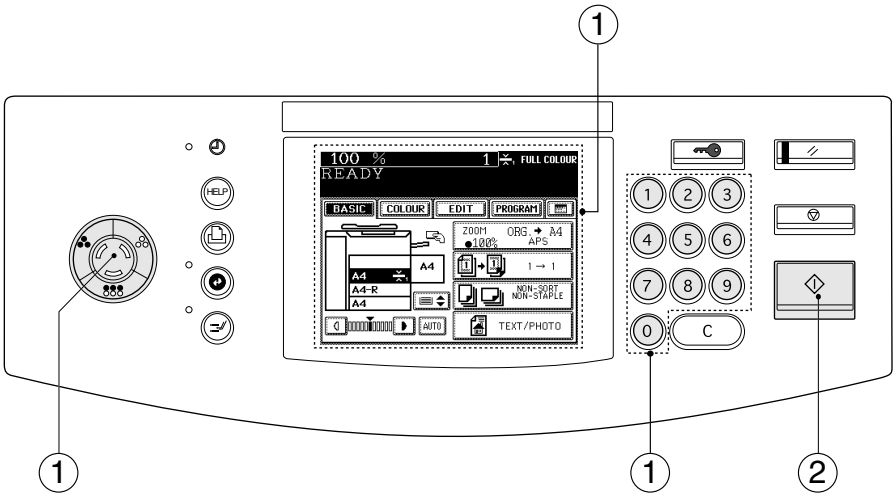
- Use the colour mode selection key, the touch panel and the digital keys.

Tips

- Any copy modes cannot be changed after the ◇START key is pressed (including the case when originals are divided into multiple sets when fed).
- Selecting multiple copy modes may be restricted depending on their combination. ► Page 11-11, 11-12

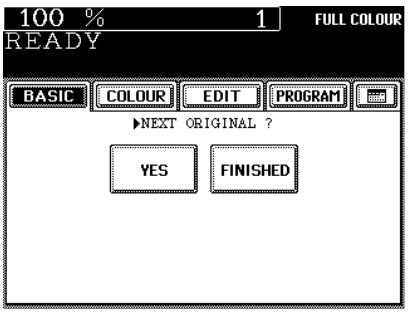
4 Press the ◇START key (② in the illustration on the page on the right)**.**

- When the reversing automatic document feeder is used and the continuous feed mode is selected (► Page 6-2), copying begins.



5 Place the next original (2nd side) and press the ◇START key.

- Set the first page of your originals first.
- You can also press the YES key before pressing the ◇START key to perform the same operation.
- Repeat this step for the subsequent originals.



6 Once the final original has been scanned, press the FINISHED key.

Tip

When the reversing automatic document feeder (optional) is used, and the single-feed mode is selected, the procedure is slightly different from the above.

- Procedure of using the single-feed mode ► Page 6-3

When Coming Across the Situations below

- **To make multiple sets of copies:**
  - Key in the copy quantity with the digital keys.
  - To correct the input copy quantity, press the C CLEAR key.
- **When paper of the same size as the original has run out:**
  The corresponding cassette key on the touch panel flashes. Add paper or select another cassette.
- **To stop a copy operation** ► Page 2-18
- **When this message appears: "Wait Performing Auto Calibration":**
  The copier may automatically go into the adjustment mode. It will soon start working. Do not turn OFF the power. Just wait for a while.

2. SETTING COPY PAPER

Acceptable Copy Paper Types and Sizes

Feeder	Paper Type	Paper Size	Maximum Capacity	Remarks
Cassettes (optional Cassette Module included)	Thin paper (64~79g/m²)	(Standard size) A/B format: A3,A4,A4-R, A5-R,B4(257x364mm), B5(257x182mm), B5-R(182x257mm), FOLIO(210x330mm), LT format: LD(11"x17"), LG(8 1/2"x14"), LT(11"x8 1/2"), LT-R(8 1/2"x11"), ST-R(5 1/2"x8 1/2"), COMP(10 1/8"x14") 13"LG(8 1/2"x13"),8.5"SQ(8 1/2"x8 1/2")	600 sheets	
	Plain Paper (80~105g/m²)		600 sheets(90g/m²) 500 sheets(100g/m²)	
	THICK1 (106~163g/m²)		250 sheets(120g/m²) 250 sheets(160g/m²)	Only the 2nd,3rd,4th cassette can be set *1
	OHP film	(Standard size) A4	100 sheets	Only the 2nd cassette can be set *1
Large-Capacity Feeder (optional)	Thin paper (64~79g/m²)	(Standard size) A4	1500 sheets	
	Plain paper (80~105g/m²)		1250 sheets(90g/m²) 1250 sheets(100g/m²)	
	THICK1 (106-163g/m²)		750 sheets(120g/m²) 750 sheets(160g/m²)	*1
Sheet Bypass (► Page 6-5)	Thin paper (64~79g/m²)	(Standard size) A/B format: A3,A4,A4-R,A5-R, A6-R, B4(257x364mm), B5(257x182mm), B5-R(182x257mm), FOLIO(210x330mm), A3-wide(305x457mm) LT format: LD(11"x17"), LG(8 1/2"x14"), LT(11"x8 1/2"), LT-R(8 1/2"x11"), ST-R(5 1/2"x8 1/2"), COMP(10 1/8"x14") 13"LG(8 1/2"x13"),8.5"SQ(8 1/2"x8 1/2") (Non-standard size) Length:100-305mm, Width:148-457mm	130 sheets	
	Plain paper (80~105g/m²)		115 sheets(90g/m²) 100 sheets(100g/m²)	
	THICK1 (106~163g/m²)		60 sheets(120g/m²) 60 sheets(160g/m²)	*1
	THICK2 (164~209g/m²)		40 sheets(200g/m²)	*1
	THICK3 (210~256g/m²)		40 sheets(220g/m²) 40 sheets(250g/m²)	*1
	Sticker labels		40 sheets	*1
	OHP film	(Standard size) A4	40 sheets	*1

*1 Duplex copying with the optional automatic duplexer is not available.

- Paper with filing holes is not acceptable.
- The maximum capacity is the approximate number of sheets when Toshiba-recommended paper is used (► Page 2-5).
- LT format is the standard format for North America.

Recommended Paper/Handling and Storing Paper

Recommended Paper

To make copies with a fine image, use of the following sheets is recommended.
If you use copy paper other than the recommended types, ask your service technician.

Paper Type	Toshiba Recommendations / Manufacturer		Size	Mode
Plain Paper	Color Copy / Neusiedler	(90g/m^2)	A3,A4	PLAIN
		(100g/m^2)	A3,A4	PLAIN
Thick Paper	Color Copy / Neusiedler	(120g/m^2, 160g/m^2)	A3,A4	THICK 1
		(200g/m^2)	A3,A4	THICK 2
		(220g/m^2, 250g/m^2)	A3,A4	THICK 3
Sticker Labels	3478 / Zweckfoem-Avery		A4	THICK 2
OHP Film	BG78 / Folex		A4(125µm)	OHP FILM

* Be sure to use only the OHP films specified by Toshiba. Using other types of OHP films may result in the breakdown of the copier.

Handling and Storing Paper

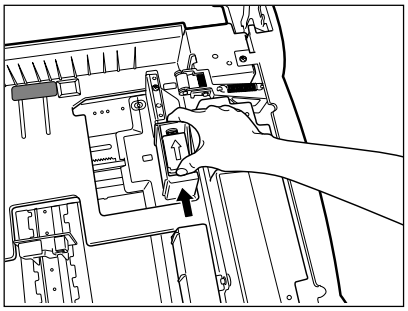
Pay attention to the following points:

- Avoid using paper that is specially treated or paper that was printed on another machine, and also avoid performing double copying on the same side of paper; this may cause a malfunction.
- Do not use paper with creases, wrinkles or prone to curling, slippery paper, or tough paper; this may cause paper misfeeds.
- Paper should be wrapped in its wrapping paper and stored in a damp-free place.
- To prevent paper from being folded or bent, store it evenly on a flat surface.

Changing the Paper Size of the Cassette / Setting the Cassette for Special Uses

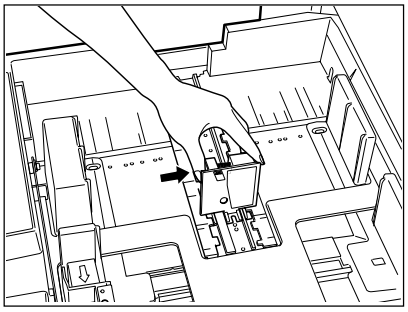
The paper size of the cassettes of the copier can be changed. The cassettes can also be set for THIN, THICK1 paper or OHP films.
* Bypass copying ► Page 6-5

1 **Pull out the cassette toward you.**



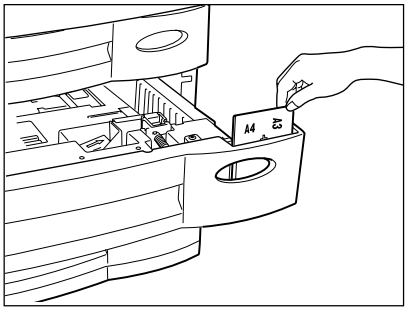
2 **Push the lever of the side guides in the direction of the arrow, and set the side guides at the desired paper width (indicated on the bottom surface of the cassette).**

3 **Push the lever in the direction of the arrow, set the back guide to the desired paper size (indicated on the bottom surface of the cassette).**



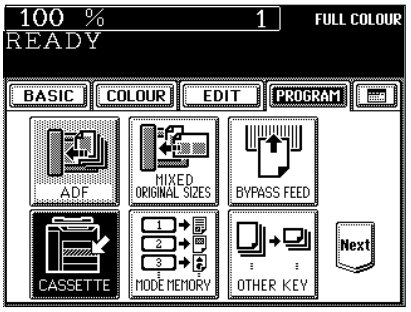
4 **Place paper in the cassette.** ► Page 9-3 (step 2)

5 **Adjust the size mark plate to match with the size of paper that has been set.**

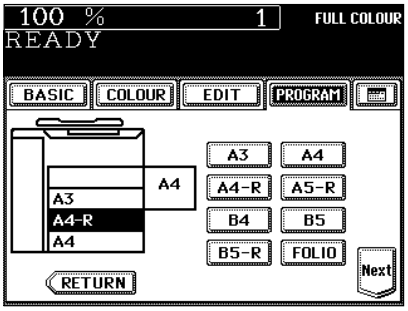


6 **Install the cassette into the copier.**

7 **Press the (PROGRAM) key to enter the programme menu. Then press the (CASSETTE) key.**

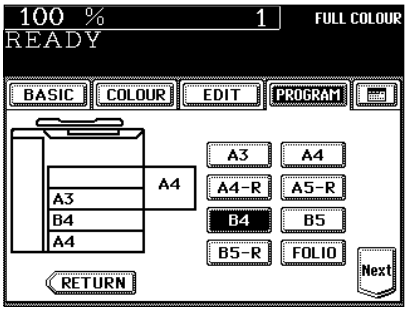


8 **Press the cassette key corresponding to that in which the paper size has been changed.**



9 **Press the key of the paper size newly set.**

- Pressing the (Next) key will display the LT format paper sizes.



Setting the Cassette for THIN/THICK1/OHP Film

For types of copy paper that can be set in the cassette ► Page 2-4

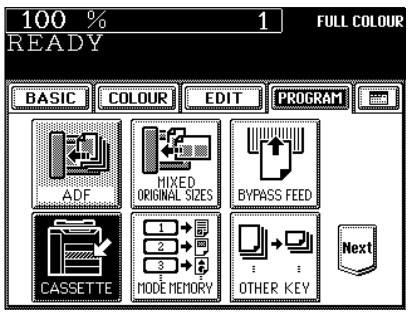
1 **Place the THICK1 paper (or THIN paper or OHP films) in the cassette.**

- For THICK1 paper, only the 2nd, 3rd, 4th cassette is acceptable.
- Place the paper with its face up.
- For OHP films, only the A4 size is acceptable. Be sure to set them in the second casssette.

Tip

For changing the paper size in the cassette, follow steps 1 to 9 on the previous page, then go to step 3 on the next page.

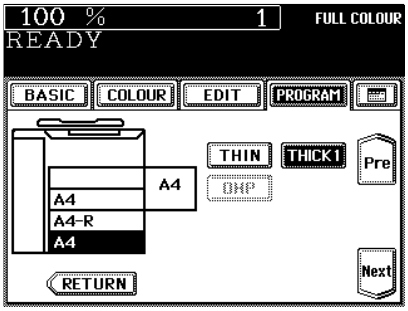
2 **Press the (PROGRAM) key to enter the programme menu. Then press the (CASSETTE) key.**



Changing the Paper Size of the Cassette / Setting the Cassette for Special Uses(Cont.)

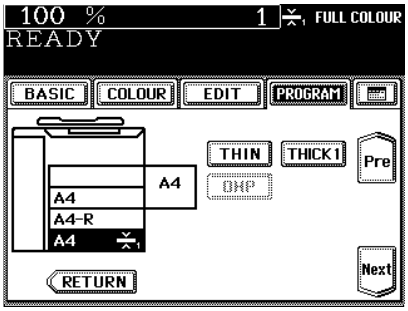
3 **Press the cassette key in which the THICK1 paper (or THIN paper or OHP films) has been set, then select the (THICK1) (or (THIN) or (OHP)) key.**

- If the desired key is not shown, press the (Next) key to switch the screen.

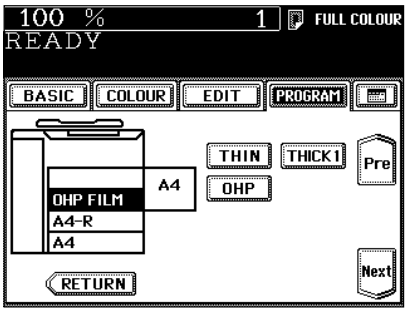


4 **The setting is completed.**

- The paper type that has been set is displayed on the top right of the screen. ► Page 1-6
- When thick paper is set



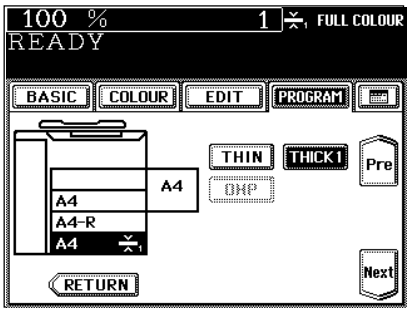
- When OHP films are set



Clearing the Cassette for THIN/THICK1/OHP Film

Press the THICK1 paper (or THIN paper or OHP films) cassette key, then press the (THICK1) (or (THIN) or (OHP)) key.

- If the desired key is not shown, press the (Next) key to switch the screen.
- Replace the paper set in the cassette as required.
- When you need to change the paper size of the cassette ► Page 2-6



Acceptable Original Types and Sizes

Setting place	Types of originals	Maximum size	Sizes capable of automatic detection	Remarks
Glass	Sheets Three-dimensional objects Books	Width:297mm Length:432mm	Regular size A/B format: A3, A4, A4-R, A5, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP	Do not place any heavy object (4 kg or over) on the glass.
Reversing automatic document feeder (optional)	Plain paper, recycled paper: 64~105 g/m^2	Width:297mm Length:432mm	Regular size A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP	Even listed under "Types of originals", some of the originals may not be used depending on paper quality.

Maximum Number of Sheets that Can be Set in the Reversing Automaic Document Feeder (optional)

Sizes of originals	Paper weight	
	64~90g/m^2	91~105g/m^2
A4, A4-R, A5-R, B5, B5-R, LT, LT-R, ST-R	50 sheets	40 sheets
B4, FOLIO, LG, COMP	35 sheets	25 sheets
A3, LD	25 sheets	20 sheets

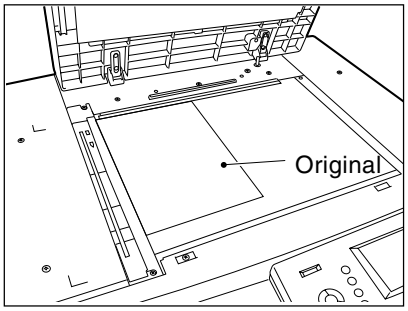
When Placing an Original on the Glass

Sheet Originals

1 **Raising the original cover or the reversing automatic document feeder (optional), place the original face down on the glass.**

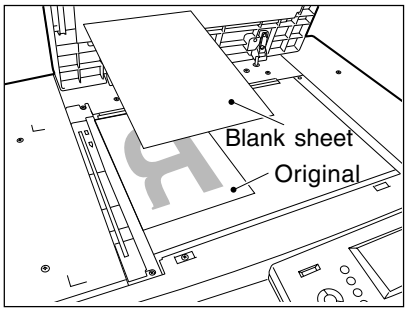
2 **Align the original against the left inner corner of the glass.**

3 **Lower the original cover or the reversing automatic document feeder (optional) slowly.**



Tip

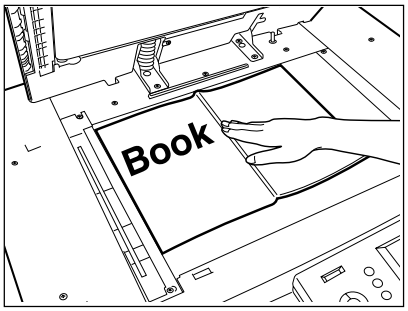
When copying originals with high transparency, such as OHP films and tracing paper, place a blank sheet of paper the size of the original or larger over the original.



Book-type Originals

1 **Raising the original cover or the reversing automatic document feeder (optional), place the original in the direction shown in the illustration.**

- When using the Book-Type Originals ▸ 2-sided Copies (► Page 3-11) or the Dual-Page (► Page 5-6) function, centre the book original on the yellow indicator line.



2 **Lower the original cover or the reversing automatic document feeder (optional) slowly.**

- Do not try to force the original cover or reversing automatic document feeder (optional) to fully close over a very thick original, such as a big book. Copies can be made even if the cover or feeder does not close fully.
- During copying, an intense light may leak out. Do not look at the original glass surface.

When Using the Reversing Automatic Document Feeder (optional)

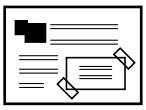
Precautions for Using the Reversing Automatic Document Feeder (optional)

Do not use the following types of originals as they tend to misfeed or become damaged:

(1) Badly wrinkled or folded originals; in particular, originals whose leading edge is curled may fail to be correctly fed.

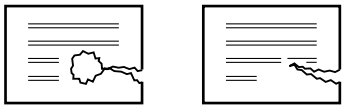
(2) Originals with carbon paper

(3) Taped, pasted or clipped (cut out) originals

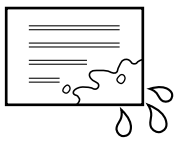


(4) Clipped or stapled originals

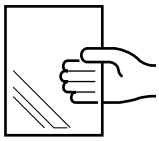
(5) Originals with holes or torn originals



(6) Damp originals

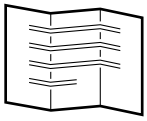


(7) OHP film originals

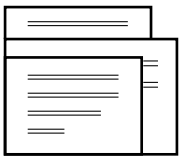


Also, the following originals should be handled carefully:

(1) Folded or curled originals should be smoothed out before being used.



(2) Only originals with the same width can be set at a time. (Do not mix originals with different widths.)



(3) Originals, two of which, when pinched between two fingers, cannot be moved, or originals which are surface-treated may fail to be separated properly.

When Using the Reversing Automatic Document Feeder (optional) (Cont.)

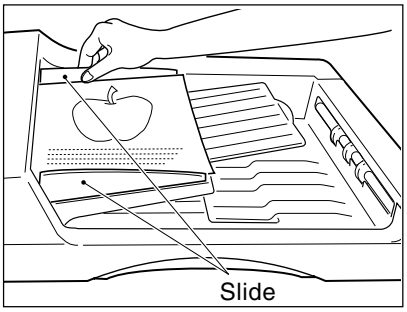
In the Continuous Feed Mode ► Page 6-2

- Be sure to set only originals with the same width. Mixed-sized originals ► Page 6-4
- Align the originals in the order from the top.

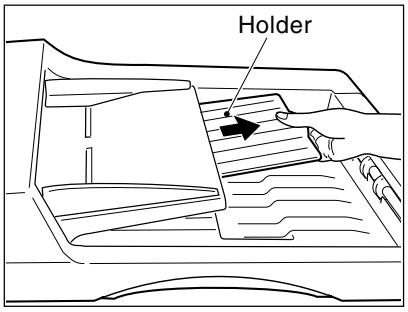
2

1 After aligning the edges of originals well, place them face up and align the slides to the width of the originals.

- One original sheet is also acceptable.
- Maximum number of originals that can be set ► Page 2-9

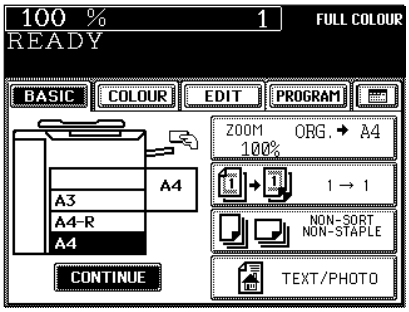


- For setting large-size paper such as A3 or B4, pull out the paper folder in the direction of the arrow.



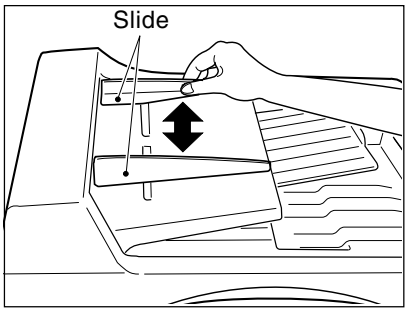
Tip

When the number of originals is too large to be set at one time, you can divide the originals into two to four sets and set them one after another. To do so, place the last set of originals first, and press the (CONTINUE) key while the scanning is in progress. After they have been scanned, place the previous set of originals.



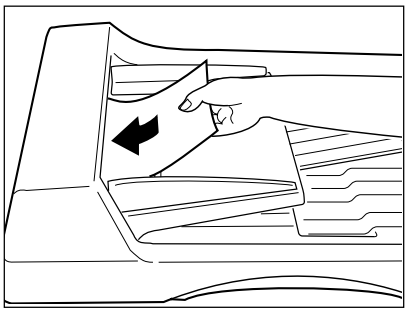
In the Single-feed Mode ► Page 6-3

1 **Align the slides to the desired original size.**



2 **Insert the original face up and straight along the slides; it will then be pulled in automatically.**

- When the original starts being pulled in, let go of it.



4. AUTO JOB START (JOB PRESET)

During Warming up

While the copier is warming up (when the power switch is just turned on,etc.), you can preset the copy modes. Copying operation starts when warming up has been completed.

2

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).►** Page 2-9

- Select copy modes as required.

3 **Press the ◇START key.**

The following message will be displayed:

Wait Warming Up Auto Start

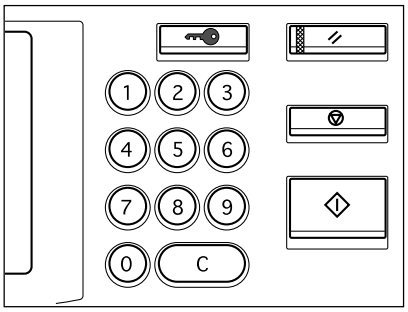
When the warm-up has been completed and this message appears:

Ready

copying begins automatically.

Cancelling the auto job start during warming up

You can cancel a preset job during warming up even after you have pressed the ◇START key. Press the cCLEAR key or //FUNCTION CLEAR key.

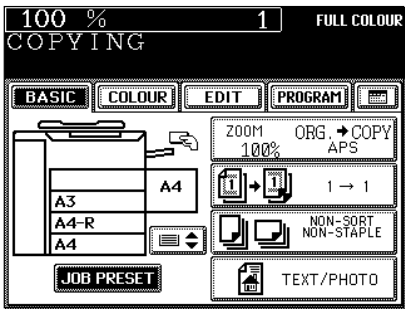


During Copying

You can preset the next copy modes during a copy run.
You cannot preset the next copy modes during the scanning of the originals.

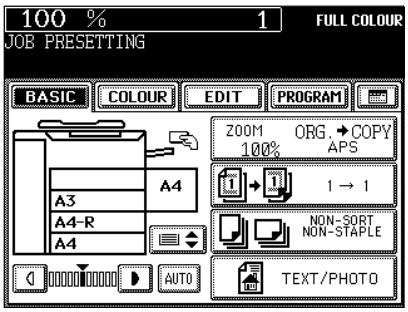
1 **Place the original(s).** ► Page 2-9

2 **Press the (JOB PRESET) key during a copy run.**



- The following message appears:

JOB PRESETTING



- Select other copy modes as required.

3 **Press the (◇START) key.**

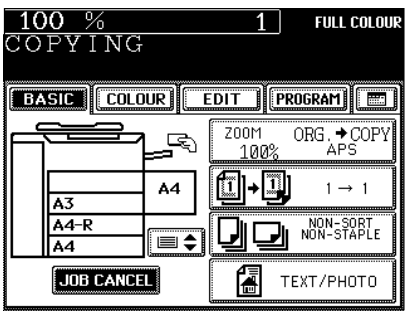
4 **The preset job will start when the current copying is finished.**

Note

If the copy run is interrupted due to running out of paper, etc.during job presetting, press the (JOB PRESET) key to set the desired copy modes again after the copy operation restarts.

Cancelling Preset Job during Copying

To cancel the preset copy job, press the (JOB CANCEL) key.



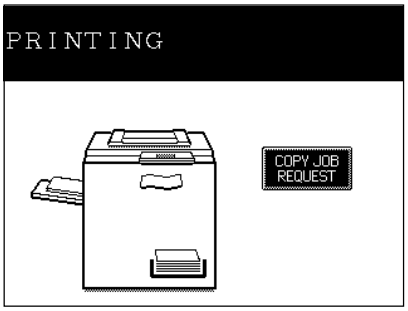
During Printing (optional)

When the copier is being used as a printer (optional), you can interrupt it and make copies after the current printing job is completed.

1 **Place the original(s).** ► Page 2-9

2 **Press the (COPY JOB REQUEST) key during printing.**

- The screen on the right appears during printing. If you press the (COPY JOB REQUEST) key, preset copying becomes available when the current printing job is completed.



3 **Select copy modes as required and press the (◇START) key.**

Tip

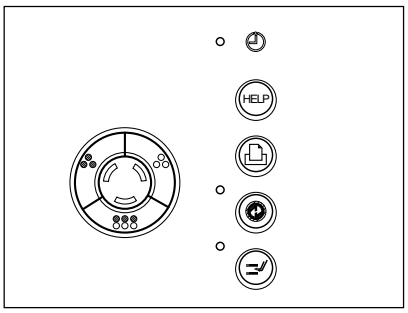
After the copying has been finished, press the (PRINTER/NETWORK) key on the control panel. The printing mode will be resumed.

5. INTERRUPT COPYING

While multicopying is in progress, you can interrupt it and make copies from different originals. Only sheets that have already been set (in the cassette, optional large-capacity feeder or sheet bypass) are available in interrupt copying.

*The following functions are not available:

- duplex	- book centre erase	- dual-page	- full image
- 2 IN 1/4 IN 1	- X-Y zoom	- trimming/masking	- centring
- image repeat	- mixed-sized originals	- mode memory	- user selection
- sort/group	- staple sorting	- magazine sort	- saddle stitching
- hole punching			



1 Press the (INTERRUPT) key.

- This message appears:

Job interrupted job 1 saved

2 Replace the original with a new one.

Tip

During the interruption, the reversing automatic document feeder (optional) and automatic duplexer (optional) are inoperable.

- Select other copy modes as required.

3 Press the (START) key.

- You can make multiple copies by pressing the (START) key once for each copy desired.

4 After you have finished interrupt copying, press the (INTERRUPT) key again.

- The following message appears:

READY to resume job 1

5 Press the (START) key.

- The remaining number of copies in the previous multicopy run will be made automatically.

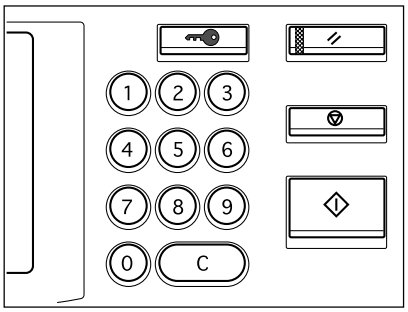
6. CANCELLING/RESUMING A COPY OPERATION

You can suspend or cancel a copy operation during multicopying including scanning, or resume the suspended copy operation.

2

Suspending a Copy Operation

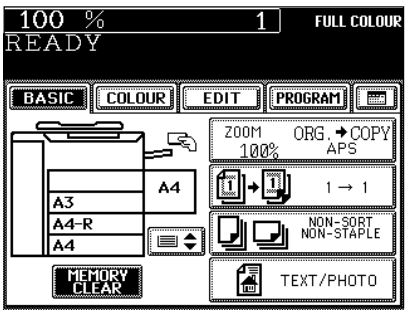
Press the (STOP) key on the control panel during copying.



After Suspending a Copy Operation

●To cancel the copy job

Press the (MEMORY CLEAR) key (or the (//FUNCTION CLEAR) key on the control panel).



Tip

When originals are set in the reversing automatic document feeder, those pulled inside will come out automatically.

●To resume copying

Press the (START) key.

- The suspended copy operation resumes.

3. SETTING OF BASIC COPY MODES

1. Paper selection 3-2
   - Automatic paper selection (APS) 3-2
   - Manual paper selection 3-3
2. Reduction and enlargement copying 3-4
3. Duplex copying (1-sided, 2-sided, book-type) 3-7
4. Copy density adjustment 3-13
5. Colour mode 3-14
6. Original mode 3-15

1. PAPER SELECTION

Automatic Paper Selection (APS)

When you place regular-sized originals on the glass or in the reversing automatic document feeder (optional), the built-in sensors automatically work to detect the size of the originals, helping the copier select and copy on paper that is the same size as the original.

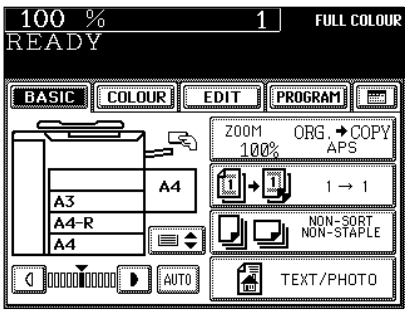
* Depending on the condition of the original, automatic paper selection may not work correctly. In that case, select the paper size manually. ► Page 3-3
* This mode can only be used for actual-size (100%) copying.
* Original sizes capable of automatic detection ► Page 2-9

3

1 **Place paper in the cassette(s).** ► Page 2-4

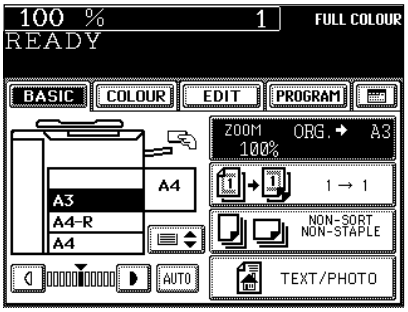
2 **Place the original(s).** ► Page 2-9

3 **Confirm that the Automatic Paper Selection mode (default setting) is selected on the basic screen.**



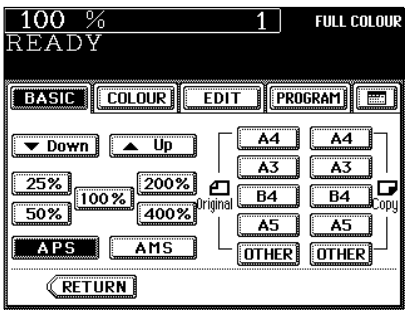
- If the Automatic Paper Selection mode is not selected, press the (ZOOM···) key, then press the (APS) key on the next screen.
- If the following messages are shown, proceed the indications as you are told to:

Change direction of original
Set correct cassette



Tip

When the selected cassette size and the original size are the same, the copier rotates the original data 90° and makes a copy in the same size as the original even if those directions differ (e.g. an A4-size original is set while the same size paper is set in R direction). This function, however, is applicable to plain paper only.



● Select other copy modes as required.

4 **Press the (◇START) key.**

Manual Paper Selection

It may not be possible for the device to perform Automatic Paper Selection with highly transparent originals such as OHP films and tracing paper, wholly dark originals or originals with dark borders, or irregular sized originals such as newspapers and magazines. For these types of originals, use manual paper selection.

* When the desired size of paper is not set in any of the cassettes, you can change the paper size of the cassette (► Page 2-6) or use the sheet bypass copying (► Page 6-5).

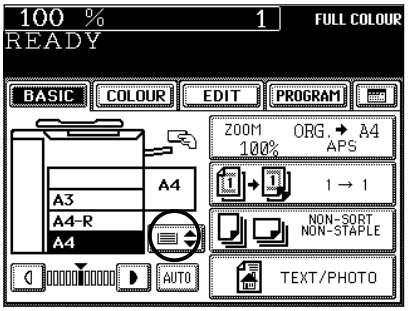
1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

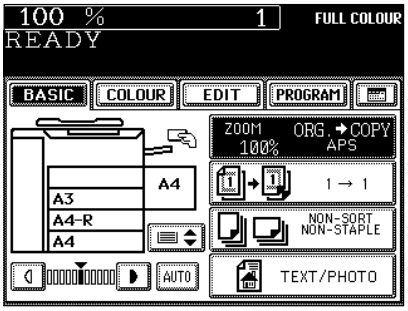
2 **Place the original(s).** ► Page 2-9

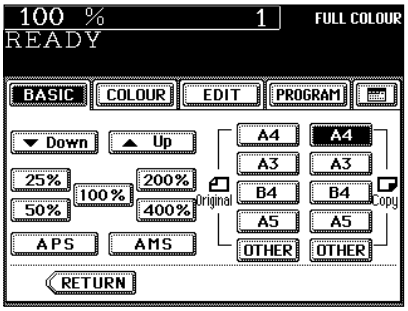
3 **On the basic screen, press the cassette icon representing the desired paper size.**

- Or press the area ◯ on the screen on the right to select the desired cassette.



- Or press the (ZOOM···) key to enter the next screen, and press the key of the desired paper size.
- (OTHER) key ► Page 6-15





- Select other copy modes as required.

4 **Press the (◇START) key.**

2. REDUCTION AND ENLARGEMENT COPYING

There are the following three ways of making copies in the reduction and enlargement mode:
- Using Automatic Magnification Selection (AMS)
- Specifying both original size and copy size
- Using the reduction/enlargement zoom keys or the one-touch zoom keys

* It is not possible for the device to perform Automatic Magnification Selection with highly transparent originals such as OHP films and tracing paper, wholly dark originals or originals with dark borders, or irregular sized originals such as newspapers and magazines. For these types of originals, use the other reduction/enlargement modes.
Original sizes for which Automatic Magnificaton Selection (automatic detection) is available ► Page 2-9

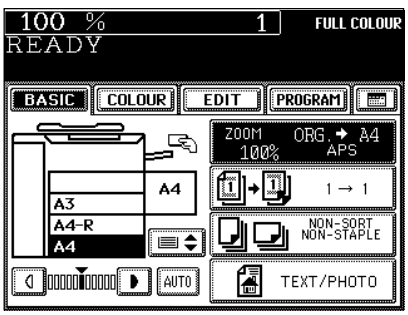
* Set the paper size for "the OTHER" key as required (► Page 6-15). When the set originals or paper are a non-standard size other than A3, A4, B4 or A5, you will select the (OTHER) key on the screen of step 3 below. Before pressing it, you need to make the (OTHER) key recognize the same size as the originals or paper that have been set.

3

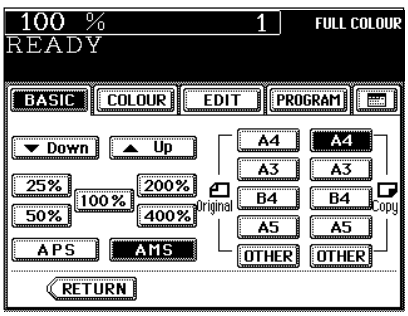
Automatic Magnification Selection (AMS)

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Press the desired cassette, then the (ZOOM···) key.**
- The copy paper size is selectable on the screen in step 3 as well.



3 **Press the (AMS) key.**
- (OTHER) key ► Page 6-15



4 **Place the original(s).** ► Page 2-9
- The built-in sensors automatically detect the size of the original(s) and compute the reproduction ratio using the specified paper size.
- If the following messages are shown, proceed as directed:

Change direction of original

Use reduced-size cassette

● Select other copy modes as required.

5 **Press the (◇START) key.**

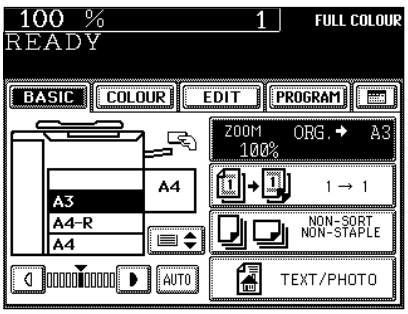
Specifying both Original Size and Copy Size

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

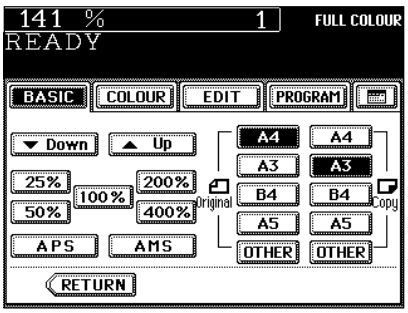
3 **Press the desired cassette, then the (ZOOM···) key.**

- The copy paper size is selectable on the screen in step 4 as well.



4 **Press the (ORIGINAL SIZE) key of the same size as the original.**

- Using the original size and copy size, the correct reproduction ratio is computed and displayed on the screen.
- (OTHER) key ► Page 6-15



● Select other copy modes as required.

5 **Press the (◇START) key.**

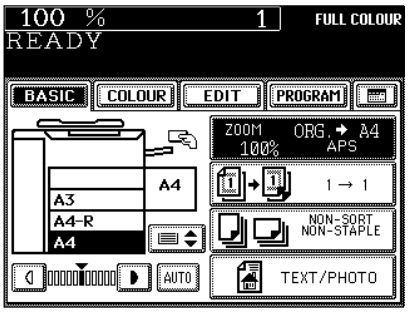
Using the Reduction/Enlargement Zoom Keys or One-touch Zoom Keys

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

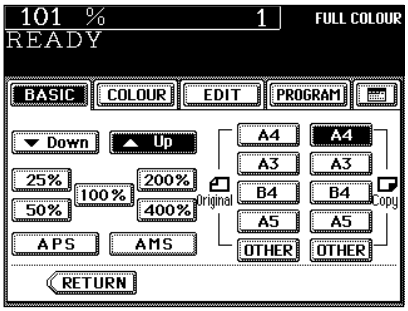
3 **Press the cassette icon representing the desired copy paper size, then press the ZOOM···· key.**

- The copy paper size is selectable on the screen in step 4 as well.



4 **Press the ▲ UP (or ▼ DOWN) key to set the desired reproduction ratio.**

- Each time you press either key, the reproduction ratio changes by 1%. Holding down the key changes it continuously.
- You can also select the reproduction ratio by pressing the 400%, 200%, 100%, 50% or 25% key directly.
- OTHER key ► Page 6-15

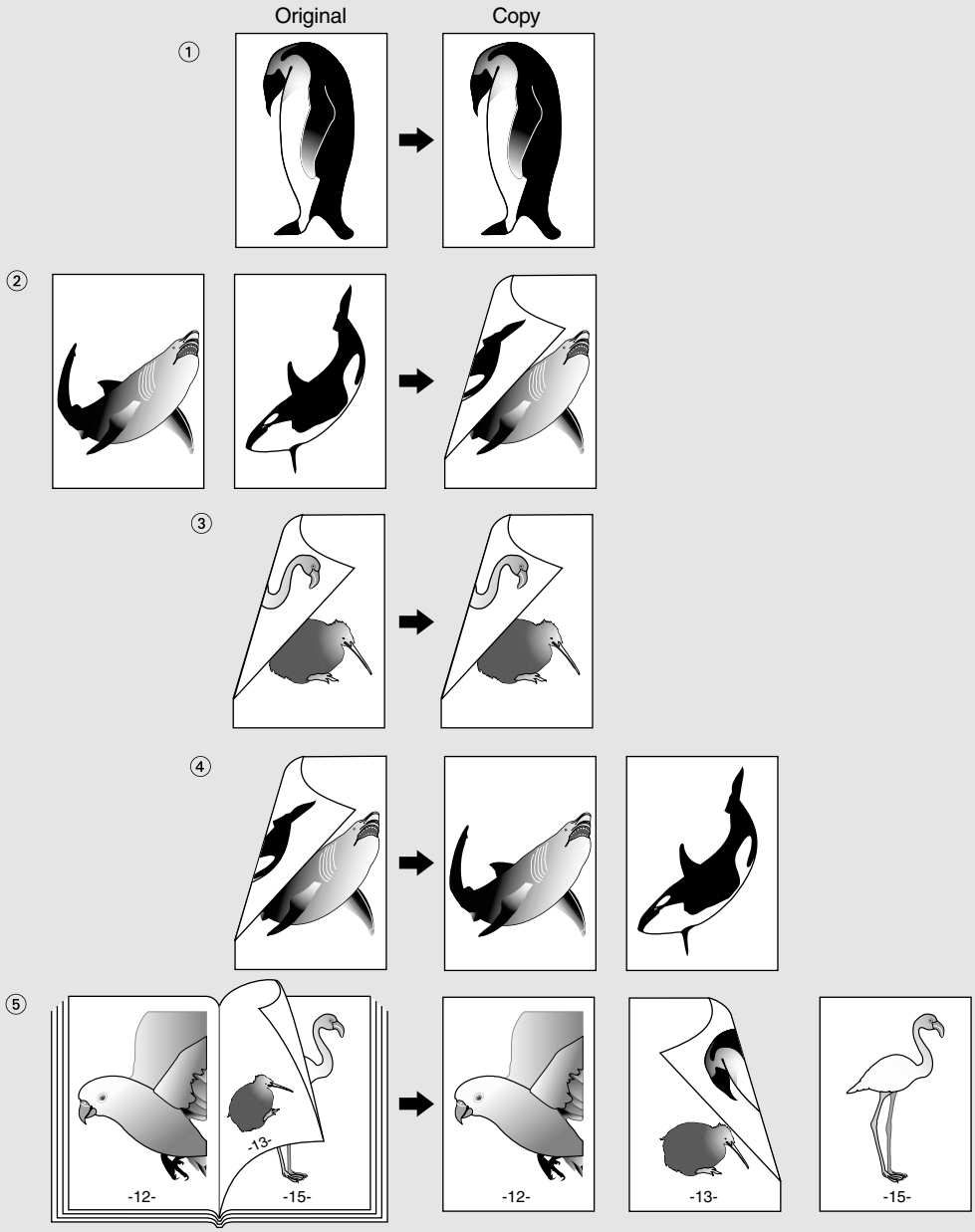


● Select other copy modes as required.

5 **Press the ◇START key.**

3. DUPLEX COPYING (1-SIDED, 2-SIDED, BOOK-TYPE)

This function allows you to set the type of originals (1-sided, 2-sided or book-type) and the desired type of copying (1-sided or 2-sided).



*③ and ④ require the optional reversing automatic document feeder to be installed.

*②, ③ and ⑤ require the optional automatic duplexer to be installed. In this case, copying can be made in the thin paper (64~79g/m^2) and the plain paper (80~105g/m^2) modes only.

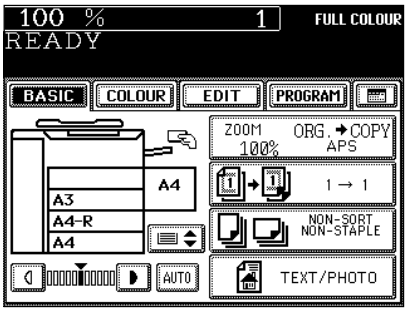
* The STACK symbol flashes on the touch panel when sheets of paper copied on one side are stacked in the automatic duplexer (optional) during copying; however, this flashing does not indicate a paper jam.

① 1-Sided Originals ▶ 1-Sided Copies (default setting)

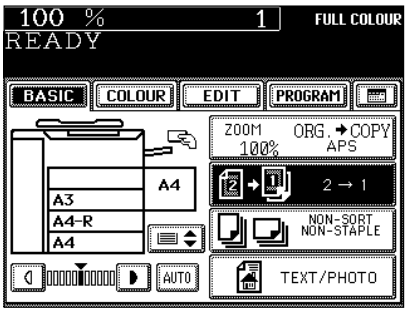
1 **Place paper in the cassette(s).** ► Page 2-4

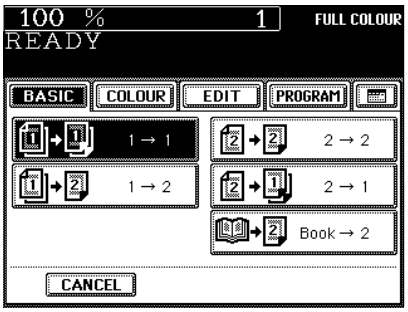
2 **Place the original(s).** ► Page 2-9

3 **Confirm that the (1→1) mode is selected in the basic mode.**



- If the "1-SIDED ▸ 1-SIDED" mode is not selected, press the key (shaded) in the screen on the right, then press the (1→1) key on the next screen.





● Select other copy modes as required.

4 **Press the (◇START) key.**

② 1-Sided Originals ▶ 2-Sided Copies

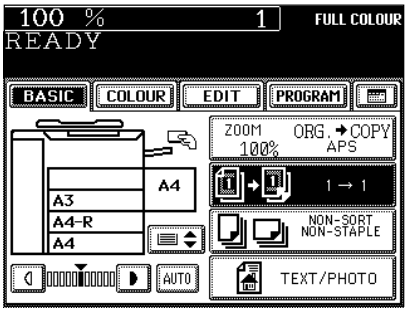
The optional automatic duplexer must be installed. Duplex copying can be performed in the thin paper (64~79g/m²) and the plain paper (80~105g/m²) modes.

1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

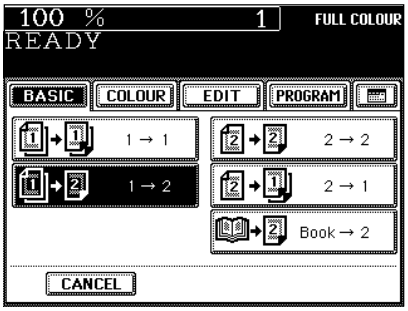
2 **Place the original(s).** ► Page 2-9

3 **On the basic screen, press the key (shaded) on the right.**



4 **Press the (1→2) key.**

●Select other copy modes as required.



5 **Press the (◇START) key.**

- When placing an original on the glass, perform steps 5 to 6 on page 2-3 continuously.

③ 2-Sided Originals ▶ 2-Sided Copies

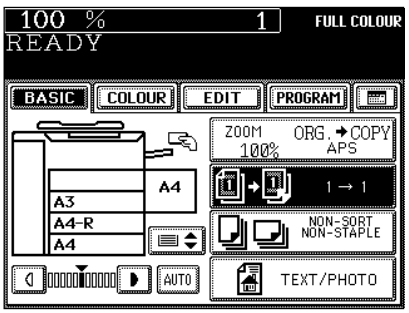
The optional reversing automatic document feeder and the automatic duplexer must be installed. Duplex copying can be performed in the thin paper (64~79g/m²) and the plain paper (80~105g/m²) modes.

1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

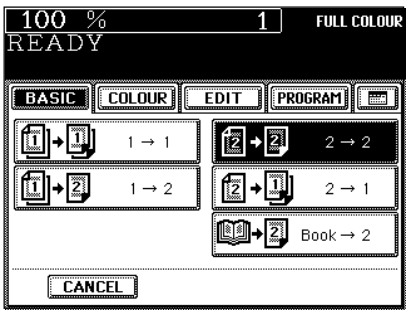
2 **Place the originals.** ► Page 2-9

3 **On the basic screen, press the key (shaded) on the right.**



4 **Press the (2→2) key.**

- Select other copy modes as required.



5 **Press the (◇START) key.**

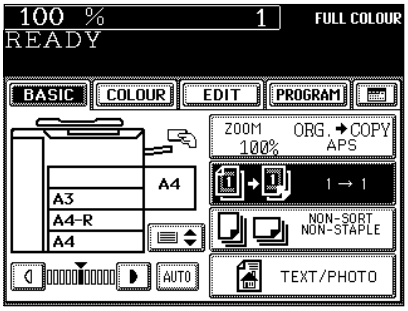
The optional reversing automatic document feeder must be installed.

④ 2-Sided Originals ▶ 1-Sided Copies

1 **Place paper in the cassette(s).** ► Page 2-4

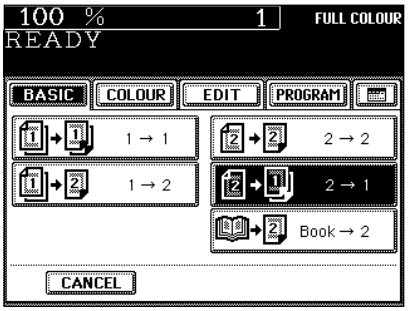
2 **Place the originals.** ► Page 2-9

3 **On the basic screen, press the key (shaded) on the right.**



4 **Press the (2→1) key.**

- Select other copy modes as required.



5 **Press the (◇START) key.**

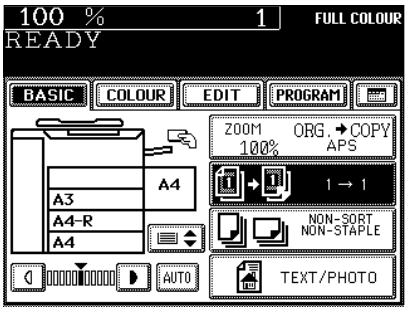
⑤ Book-Type Originals ▶ 2-Sided Copies

The optional automatic duplexer must be installed. Duplex copying can be performed in the thin paper (64~79g/m²) and the plain paper (80~105g/m²) modes.
*The acceptable paper sizes for this function are A4 or B5 only.

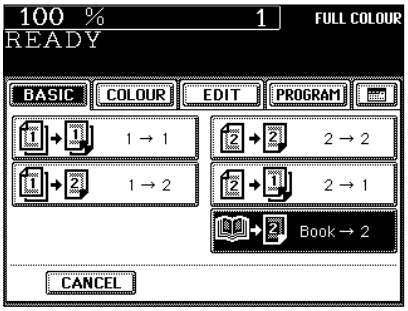
1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

2 **On the basic screen, press the key (shaded) on the right.**

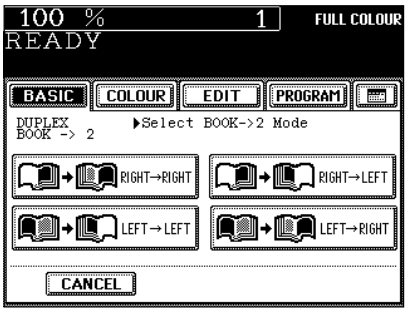


3 **Press the (BOOK→ 2) key.**



4 **Select the book copying type.**

- Press the (RIGHT→ RIGHT) key if copying should start at a right-hand page and end at a right-hand page. By the same token, you can choose from among the (RIGHT→ LEFT), (LEFT→ LEFT) and (LEFT→ RIGHT) keys.



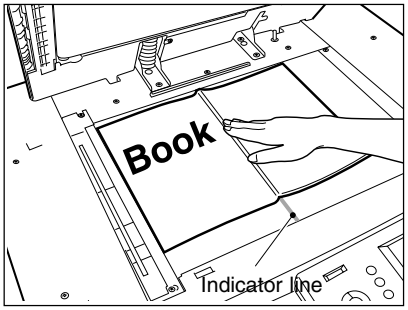
5 **Press the (BASIC) key to enter the basic menu, then select A4 or B5 copy size.**

6 **If you need a binding space, select the book margin mode from the Image Shift function** (► Page 5-3)**.**

● Select other copy modes as required.

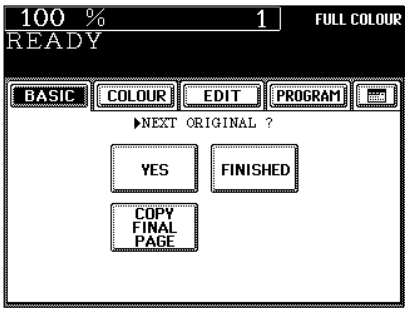
7 **Place the first page(s) to be copied on the glass, and press the (◇START) key.**

- If you do not copy your originals from the first page, the copies will not be arranged in the same order as the original.
- Centre the book on the yellow indicator line with its bottom toward you. Book-type originals ► Page 2-10



8 **Turn to the next page, set the book again and press the (◇START) key.**

- Pressing the (YES) key and then the (◇START) key also continues copying.
- Repeat the procedure above until all your originals have been scanned.



9 **After all your originals have been scanned, press the (FINISHED) key.**

- Press the (COPY FINAL PAGE) key if the last original has only one page.

4. COPY DENSITY ADJUSTMENT

There are two types of image density adjustments: manual mode(default setting) and automatic mode. In the manual mode, you can select the desired level of image density. It is recommended that lighter-density originals be copied in the manual copy density mode. In the automatic mode, the sensors automatically detect the density of each original and select the optimum image density and background level.

Manual Copy Density Mode

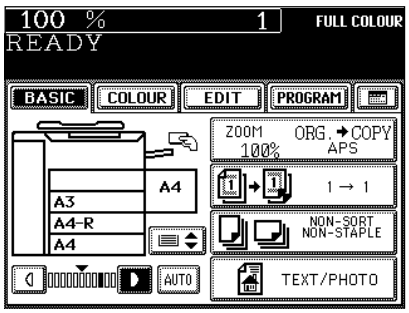
1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

3 **Press either ◁ or ▷ key to adjust the copy density to the desired level.**

- Each time you press the ◁ or ▷ key, your copies will become lighter or darker, respectively.

● Select other copy modes as required.



4 **Press the ◇START key.**

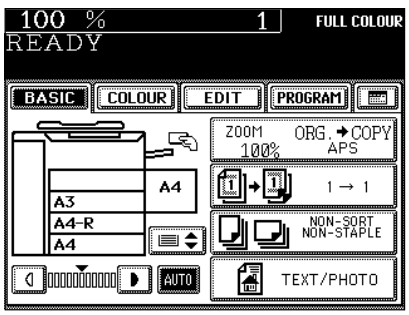
Automatic Copy Density Mode

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

3 **Press the AUTO key.**

● Select other copy modes as required.



4 **Press the ◇START key.**

Tip

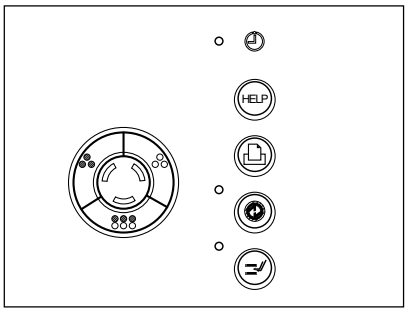
In the automatic copy density mode, the background level is detected during copying, so the copying speed becomes slower.

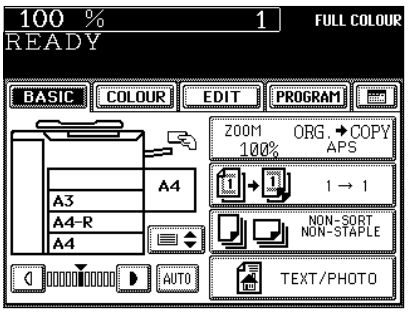
5. COLOUR MODE

This function is to switch the colour copy mode and black-and-white copy mode.

1 Press the desired colour mode selection key.

- The lamp inside of the selected key lights.
- (FULL COLOUR) : Regardless of colour, all originals are colour-copied (default setting).
- (BLACK) : Regardless of colour, all originals are copied in black.
- (AUTO COLOUR) : The type of original is automatically recoginized. Coloured originals are colour-copied, and black-and-white originals are copied in black-and-white.
- The selected colour mode is displayed in the top right corner of the touch panel.





Tips

- In the AUTO COLOUR mode, the colours of originals are recognized during copying, so the copying speed becomes slower.
- In the AUTO COLOUR mode, if the colour area is too small or the colours are close to black or they are too light, colour originals may be copied in black. In this case, select the FULL COLOUR mode.
- Yellowish originals or originals with a coloured background may be automatically copied in colour even though they are black-and-white. To be certain to make the copies in the desired mode, select FULL COLOUR or BLACK.

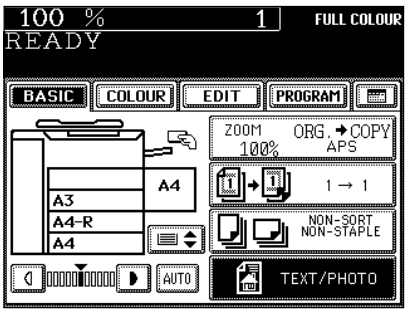
6. ORIGINAL MODE

By selecting an original mode according to the type of your originals, you can make copies with the suitable image. The Advance Image Enhancement mode can be used with the AI board.
*Be sure to select the original mode after having selected the colour mode.

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

3 **On the basic screen, press the key (shaded) on the right.**



4 **According to the type of your original, choose the most suitable image type mode by pressing one of the keys:**

(TEXT/PHOTO): Original with text and printed image mixed together (default setting)

(TEXT): Original with text only (or text and line artwork)

(PRINTED IMAGE): Original with printed photos using half tone dot patterns.

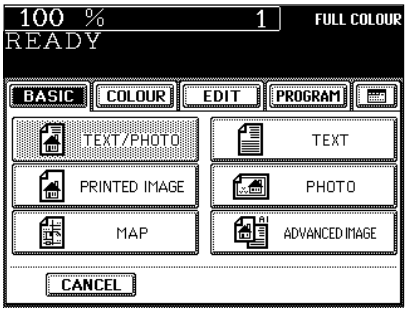
(PHOTO): Original with photos printed on photographic paper.

(MAP): Original with fine illustrations and text

(ADVANCED IMAGE):

The copier automatically recognizes the contents of the original in each block or originals in each page and makes copies in appropriate modes. This is suitable for copying several types of originals mixed together.

* In the Advanced Image Enhancement mode, the patterns of originals are recognized during copying, so the copying speed becomes slower.



● Select other copy modes as required.

5 **Press the (◇START) key.**

4. COLOUR EDITING AND ADJUSTMENT

1. Monocolour copying 4-2
2. Hue adjustment 4-3
3. Saturation 4-4
4. Colour balance (YMCK adjustment) 4-5
5. RGB adjustment 4-6
6. One-touch adjustment 4-7
7. Background adjustment 4-8
8. Sharpness adjustment 4-9

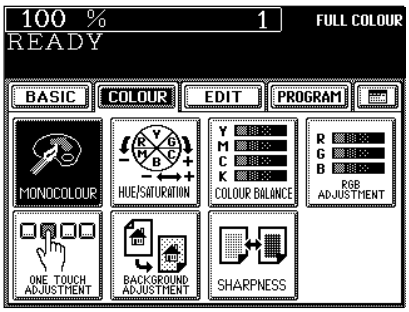
1. MONOCOLOUR COPYING

You can select one colour out of the 10 colours of the colour sample seal to make a monocolour copy.

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

3 **Press the COLOUR key to enter the colour menu. Then press the MONOCOLOUR key.**

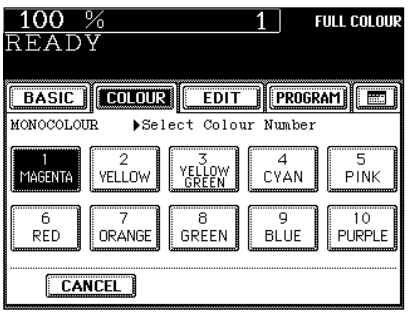


4 **Press the desired copy colour key.**

- Press the MAGENTA key for instance.

Note

Refer to the colour sample seal above the touch panel.
► Page 1-4



● Select other copy modes as required.

5 **Press the START key.**

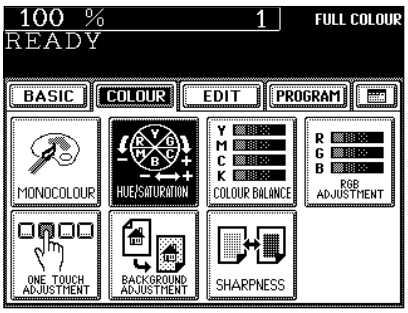
2. HUE ADJUSTMENT

This function is available to allow you to adjust the hue by changing the hue circle.

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

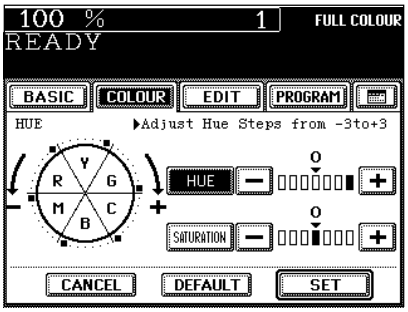
3 **Press the COLOUR key to enter the colour menu. Then press the HUE/SATURATION key.**



4 **Press the HUE key, then the + or - key to adjust the hue.**

- Pressing the + key brings the colour closer to the next clockwise colour while pressing the - key brings it closer to the next anticlockwise colour.

5 **Press the SET key.**



● Select other copy modes as required.

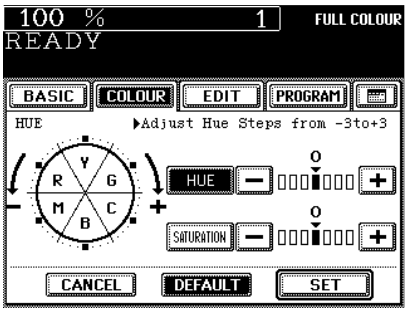
6 **Press the ◇START key.**

Cancelling the Hue Adjustment

There are two ways for clearing the setting.

① Press the + or - key on the HUE column to move the indicator to 0, then press the SET key.

② Press the DEFAULT key, then the SET key.
*The saturation setting also becomes the default mode.



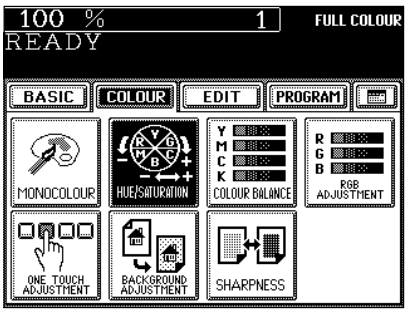
3. SATURATION

This function allows you to adjust the saturation of copies.

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

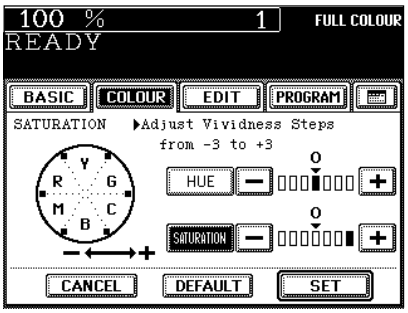
3 **Press the COLOUR key to enter the colour menu. Then press the HUE/SATURATION key.**



4 **Press the SATURATION key, then the + or - key to adjust the saturation.**

- Pressing the + key increases the brightness while pressing the - key decreases the brightness.

5 **Press the SET key.**



● Select other copy modes as required.

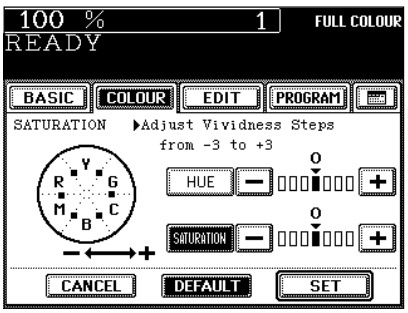
6 **Press the ◇START key.**

Cancelling the Saturation Adjustment

There are two ways for clearing the setting.

① Press the + or - key on the SATURATION column to move the indicator to 0, then press the SET key.

② Press the DEFAULT key, then the SET key.
*The hue setting also becomes the default mode.



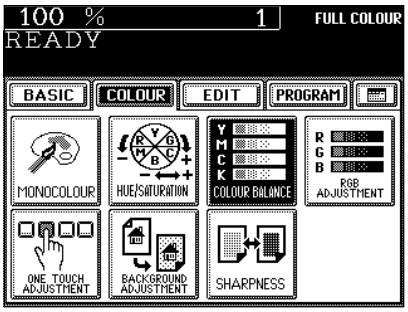
4. COLOUR BALANCE (YMCK ADJUSTMENT)

This function allows you to adjust the colour balance of copies by changing the strength of the primary colours (Yellow(Y), Magenta(M), Cyan(C) and Black(K)).

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

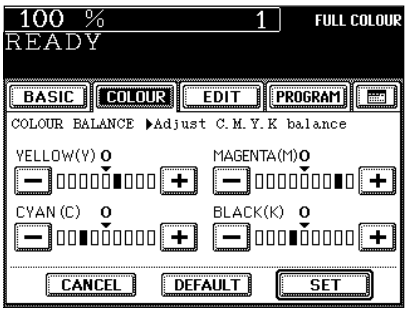
3 **Press the COLOUR key to enter the colour menu. Then press the COLOUR BALANCE key.**



4 **Press the + or - key to adjust the colour balance.**

- Pressing the + key enhances the tint of the colour while pressing the - key decreases the tint of the colour.

5 **Press the SET key.**



● Select other copy modes as required.

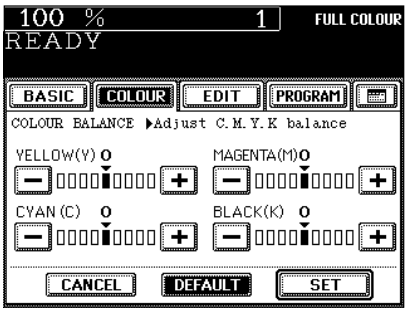
6 **Press the ◇START key.**

Cancelling the Colour Balance Adjustment

There are two ways for clearing the setting.

① Press the + or - key on the column you want to cancel to move the indicator to 0, then press the SET key.

② If you want to cancel all the 4 adjustments, press the DEFAULT key, then the SET key.



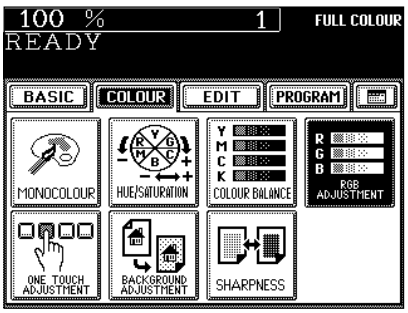
5. RGB ADJUSTMENT

This function allows you to adjust the colour balance by changing the strength of Red(R), Green(G) and Blue(B).

1 **Place paper in the cassette(s).** ► Page 2-4

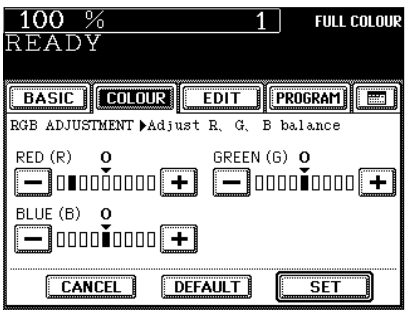
2 **Place the original(s).** ► Page 2-9

3 **Press the COLOUR key to enter the colour menu. Then press the RGB ADJUSTMENT key.**



4 **Press the + or - key to adjust the colour balance.**
- Pressing the + key enhances the tint of the colour while pressing the - key decreases the tint of the colour.

5 **Press the SET key.**



● Select other copy modes as required.

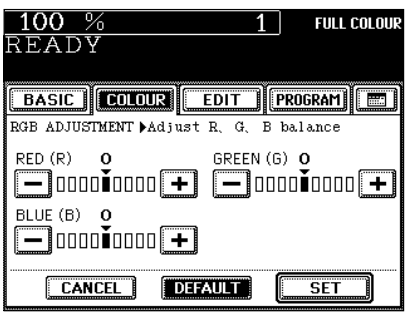
6 **Press the ◇START key.**

Cancelling the RGB Adjustment

There are two ways for clearing the setting.

① Press the + or - key on the column you want to cancel to move the indicator to 0, then press the SET key.

② If you want to cancel all the 3 adjustments, press the DEFAULT key, then the SET key.



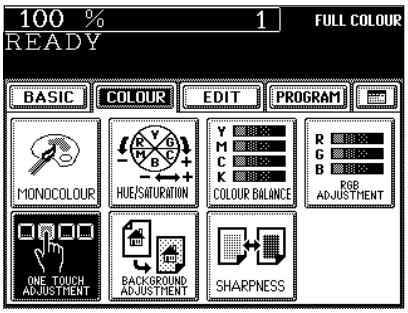
6. ONE-TOUCH ADJUSTMENT

You can make the image quality warm, cool, vivid or clear with just one touch.

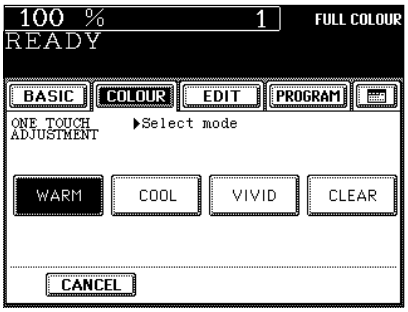
1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

3 **Press the COLOUR key to enter the colour menu. Then press the ONE TOUCH ADJUSTMENT key.**



4 **Press the WARM (COOL, VIVID, or CLEAR) key.**



● Select other copy modes as required.

5 **Press the ◇START key.**

7. BACKGROUND ADJUSTMENT

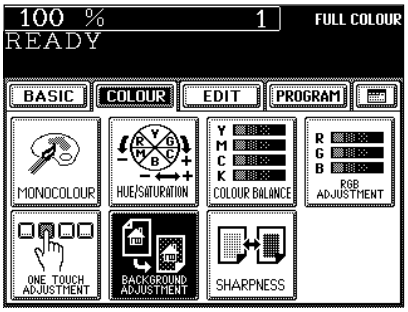
This function allows you to emphasize the background of light colour originals or to avoid copying the background of dark colour originals or rear side of originals.
This function is available in the black or monocolour mode as well.
*The automatic density mode is not available with this function.

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

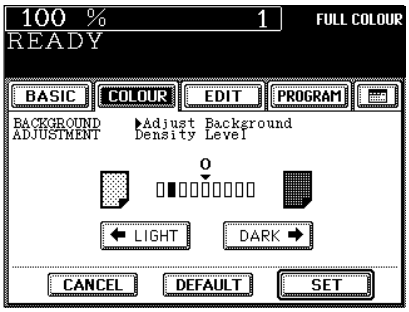
4

3 **Press the COLOUR key to enter the colour menu. Then press the BACKGROUND ADJUSTMENT key.**



4 **Press the ⬅ LIGHT (or DARK ➡) key.**

5 **Press the SET key.**



● Select other copy modes as required.

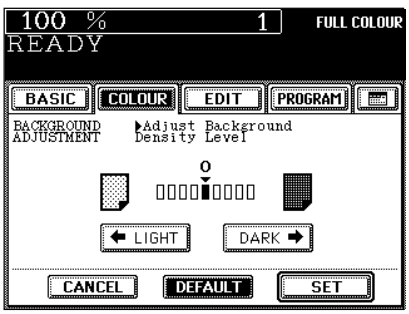
6 **Press the ◇START key.**

Cancelling the Background Adjustment

There are two ways for clearing the setting.

① Press the ⬅ LIGHT or DARK ➡ key on the Background column to move the indicator to 0, then press the SET key.

② Press the DEFAULT key, then the SET key.



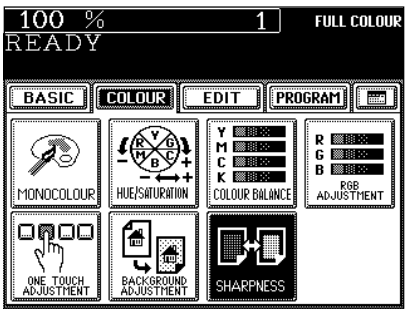
8. SHARPNESS ADJUSTMENT

This function allows you to emphasize the letters and edges of images.
This function is available in the black or monocolour mode as well.

1 **Place paper in the cassette(s).** ► Page 2-4

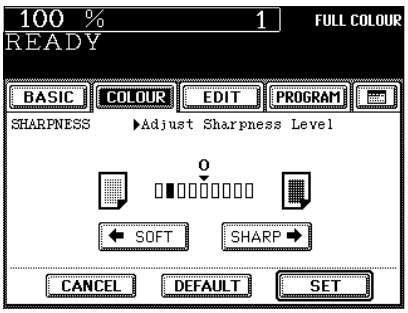
2 **Place the original(s).** ► Page 2-9

3 **Press the COLOUR key to enter the colour menu. Then press the SHARPNESS key.**



4 **Press the ⬅ SOFT (or SHARP ➡) key.**
- Pressing the ⬅ SOFT key suppresses the moire fringe while pressing the SHARP ➡ key emphasizes the letters and sharpens the fine lines.

5 **Press the SET key.**



● Select other copy modes as required.

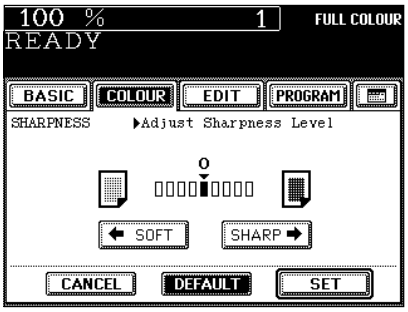
6 **Press the ◇START key.**

Cancelling the Sharpness Adjustment

There are two ways for clearing the setting.

① Press the ⬅ SOFT or SHARP ➡ key on the Sharpness column to move the indicator to 0, then press the SET key.

② Press the DEFAULT key, then the SET key.

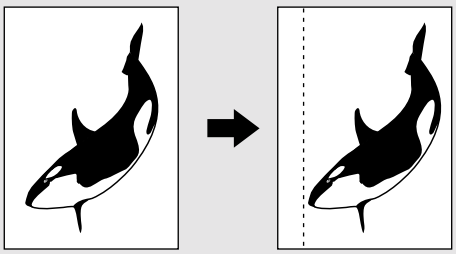


5. USING THE EDITING FUNCTIONS

1. Image shift 5-2
2. Edge erase 5-4
3. Book centre erase 5-5
4. Dual-page 5-6
5. Full image 5-8
6. 2 IN 1 / 4 IN 1 5-9
7. Magazine sort (from the editing menu) 5-11
8. X-Y zoom 5-13
9. Image editing 5-14
   - Trimming/Masking 5-14
   - Mirror image 5-16
   - Negative/Positive reversal 5-17
10. Centring 5-18
11. Image repeat 5-20

1. IMAGE SHIFT

With this feature, a margin for binding is created on each copy. You can place a binding margin on either the right or left side of the copy. You can also create binding margins on copies of book originals if you use this mode in combination with the Dual-Page mode (double-sided) or duplex copying from book originals.



5

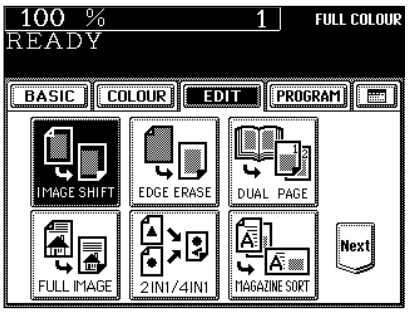
Providing Right or Left Margin

1 **Place paper in the cassette(s).** ► Page 2-4

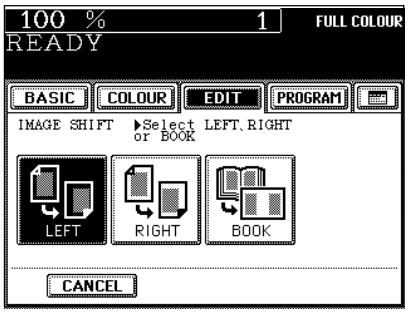
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

2 **Place the original(s).** ► Page 2-9

3 **Press the EDIT key to enter the editing menu, and press the IMAGE SHIFT key.**



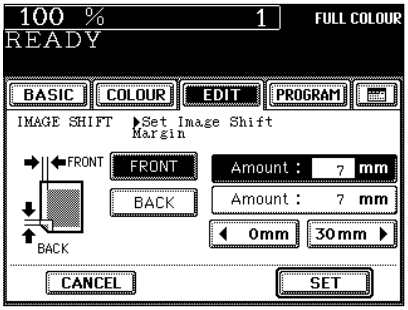
4 **Press the LEFT (or RIGHT) key according to your desired binding side.**



5 **Adjust the binding margin, then press the SET key.**

- The default width of the margin is 7 mm.
- To adjust the width, press the ◄ 0mm or 30mm ► key to select the desired number, then press the SET key.
- In duplex copying, margins on the back are created on the other side of those in the front.
  Duplex copying ► Page 3-7

● Select other copy modes as required.

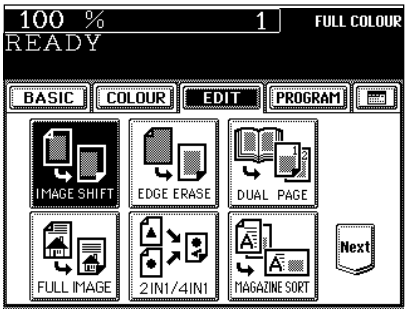


6 **Press the ◇START key.**

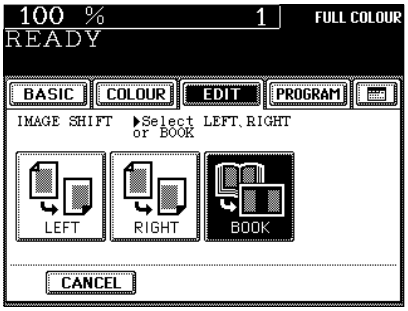
Providing a Bookbinding Margin

When Book Margin is selected, use it in conjunction with the Duplex Copying mode from book-type originals (► Page 3-11) or the Dual-Page mode (double-sided) (► Page 5-6).

1 **Press the EDIT key to enter the editing menu, and press the IMAGE SHIFT key.**

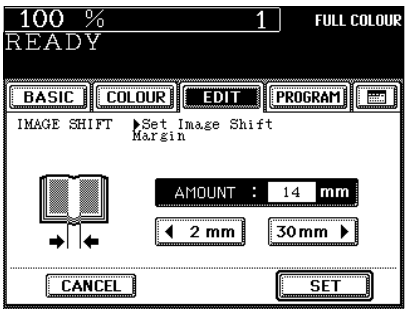


2 **Press the BOOK key.**



3 **Adjust the width of the margin, then press the SET key.**

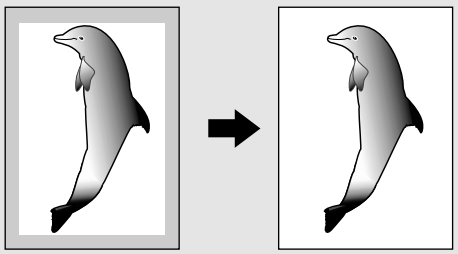
- The default width of the margin is 14 mm.
- To adjust the width, press the ◄ 2mm or 30mm ► key to select the desired number, then press the SET key.



5

2. EDGE ERASE

If your original has a dirty or torn edge, it may be reproduced as a black stain on the copy. In that case, use Edge Erase Copying. A white border is created along the edges of the copy, eliminating those black stains.

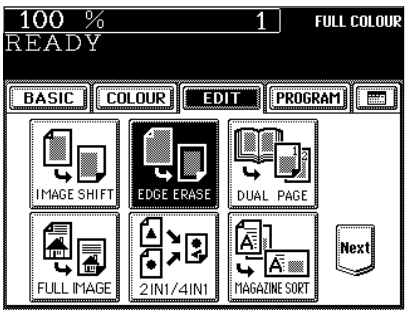


1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

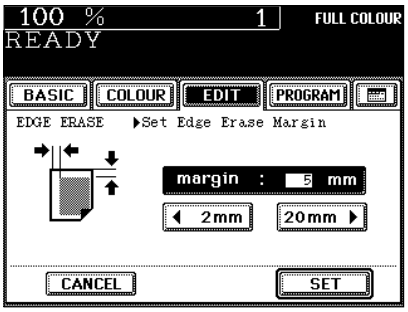
2 **Place the original(s).** ► Page 2-9

3 **Press the EDIT key to enter the editing menu, and press the EDGE ERASE key.**



4 **Adjust the width of the white border, then press the SET key.**

- The default width of the white border is 5 mm.
- To adjust the width, press the ◄ 2mm or 20mm ► key to select the desired number, then press the SET key.

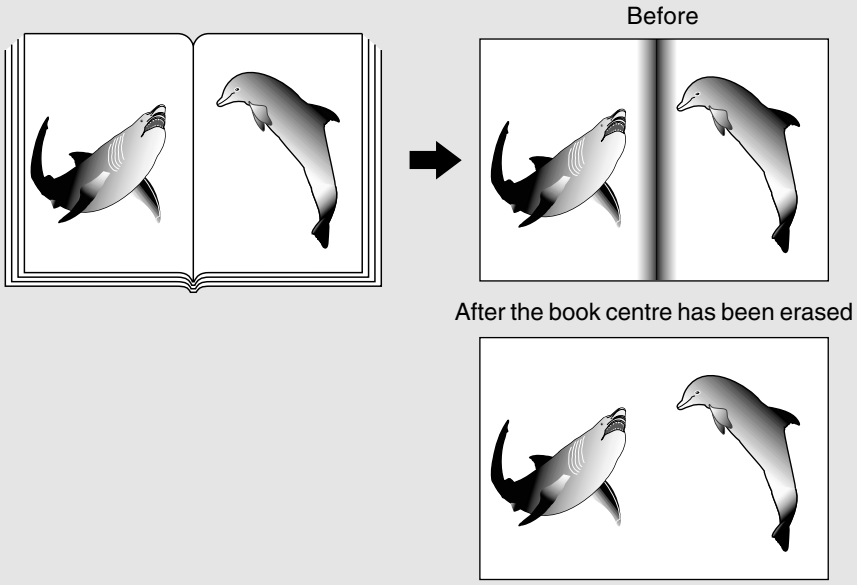


● Select other copy modes as required.

5 **Press the ◇ START key.**

3. BOOK CENTRE ERASE

This function allows you to erase the shadow in the centre of a book original.



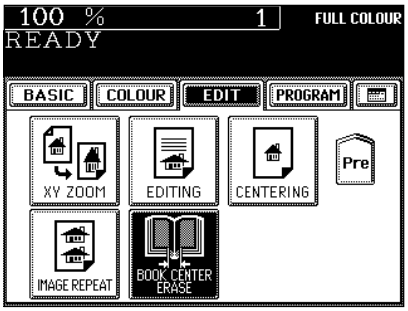
1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

2 **Place the original(s).** ► Page 2-9

3 **Press the (EDIT) key to enter the editing menu, and press the (BOOK CENTER ERASE) key.**

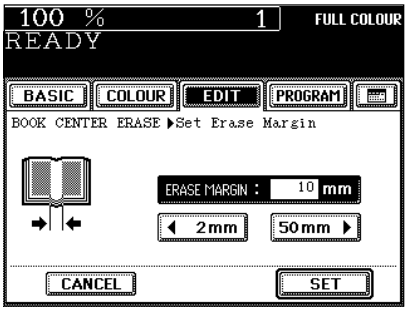
- If the key for the desired function is not shown, press the (Next) key to switch the screen.



4 **Adjust the width of the book centre erase margin, then press the (SET) key.**

- The default width of the book centre erase margin is 10 mm.
- To adjust the width, press the (◄ 2mm) or (50mm ►) key and select the desired number.

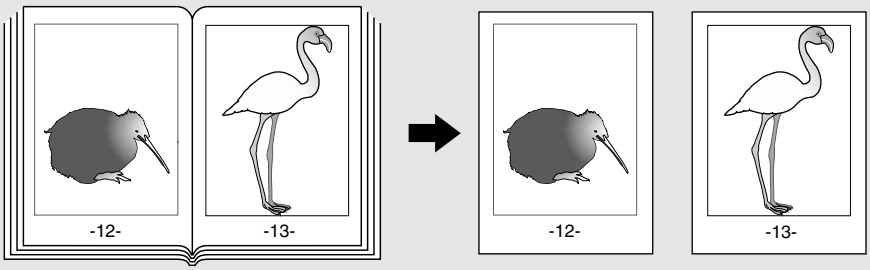
● Select other copy modes as required.



5 **Press the (◇ START) key.**

4. DUAL-PAGE

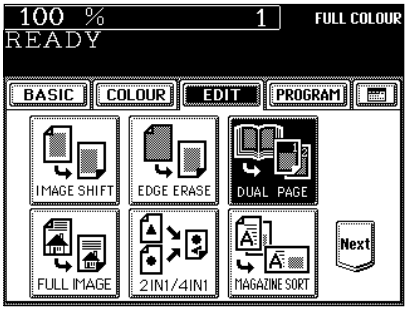
Utilizing this feature allows the facing pages of a book or magazine to be copied page by page onto two separate sheets of paper or duplex-copied on one sheet. There is no need to move the original on the glass. You can also place a pair of A4 (B5 or LT) sized originals side by side and copy them on separate sheets of paper.
* Only A4, B5 or LT sized sheets of paper can be used in this mode.



5

1 **Place paper in the cassette(s).** ► Page 2-4
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

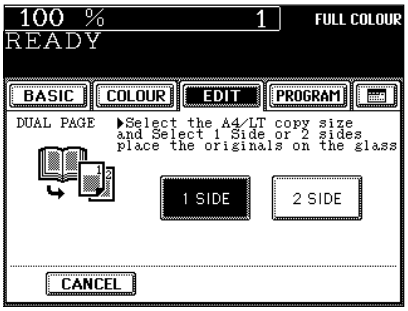
2 **Press the EDIT key to enter the editing menu, and press the DUAL PAGE key.**



3 **Press the 1 SIDE (or 2 SIDE) key.**
- Select the 1 SIDE key to make copies of the facing pages on two separate sheets of paper page by page. Select the 2 SIDE key to make duplex copies of them on one sheet.

4 **Press the BASIC key to enter the basic menu, then select A4 (B5, LT) copy size.**

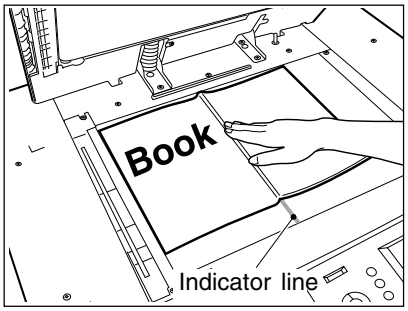
5 **If you need a binding margin, set the bookbinding margin** (► Page 5-3)**.**



● Select other copy modes as required.

6 **Place the first page(s) to be copied on the glass, and press the (◇START) key.**

- If you do not copy your originals from the first page, the copies will not be arranged in the same order as the original.
- Centre the book on the yellow indicator line with the bottom toward you. Book-type originals ► Page 2-10

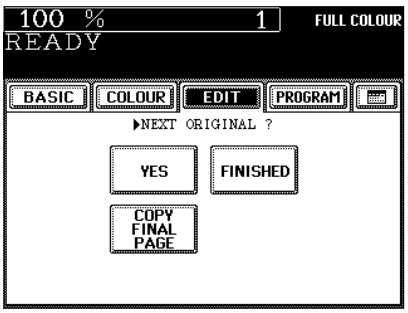


7 **Turn to the next page, set the book again and press the (◇START) key.**

- Pressing the (YES) key and then the (◇START) key also continues copying.
- Repeat the above procedure until all your originals have been scanned.

8 **After all your originals have been scanned, press the (FINISHED) key.**

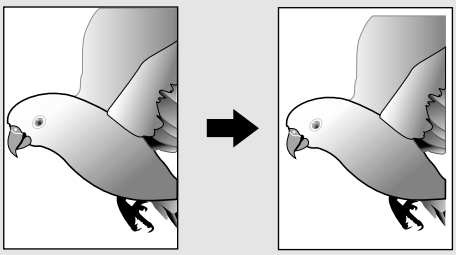
- Press the (COPY FINAL PAGE) key if the last original has only one page.



5

5. FULL IMAGE

When the image occupies the entire original (to the edges), use Full Image Copying to reduce the ratio a little bit so that the edges of the image will not be missed.



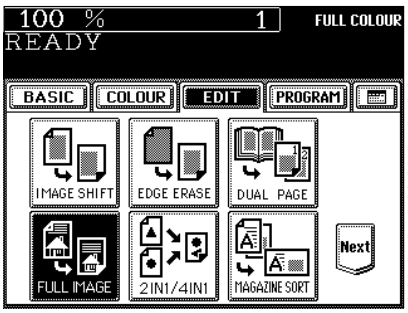
1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

2 **Place the original(s).** ► Page 2-9

3 **Press the (EDIT) key to enter the editing menu, and press the (FULL IMAGE) key.**

- The image is automatically reduced by a few percent so that the entire image can be copied on a sheet.



● Select other copy modes as required.

4 **Press the (◇ START) key.**

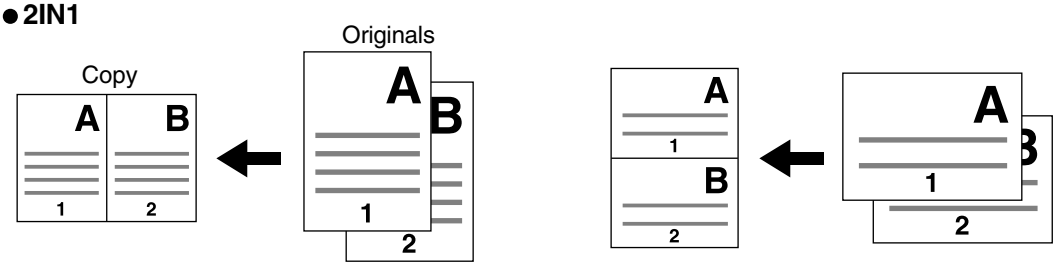
6. 2 IN 1 / 4 IN 1

This feature allows multiple originals to be reduced and copied onto a single sheet of paper. There are two modes: 2 IN 1 copying, where two originals are copied onto a single sheet, and 4 IN 1 copying, where four originals are copied onto a single sheet. In addition, duplex 2 IN 1 / 4 IN 1 modes are available, where four/eight originals can be copied to two sides of a single sheet of paper.

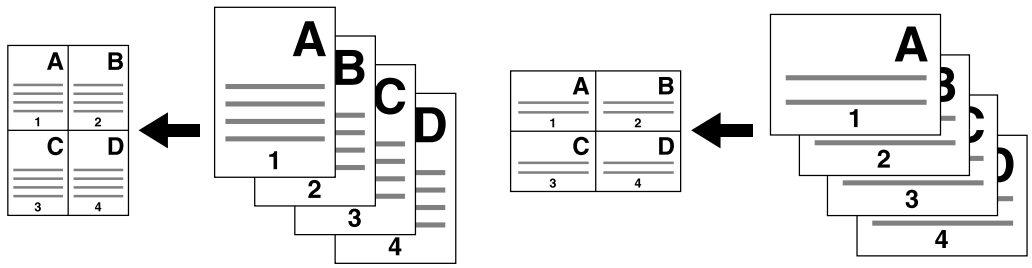
* This mode cannot be used in combination with the AUTO COLOUR mode (► Page 3-14).
* 2 IN 1/4 IN 1 duplex copying mode requires the optional automatic duplexer to be installed.
* This mode cannot be used in combination with reduction/enlargement copying.

The combination of page arrangement differs depending on the direction of originals set on the optional reversing automatic document feeder.

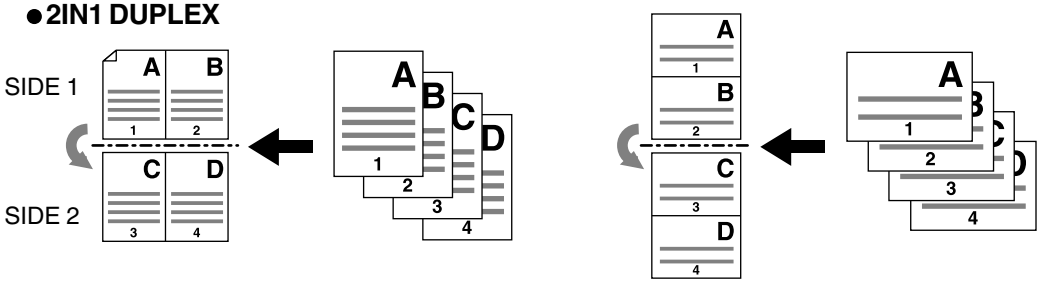
● **2IN1**



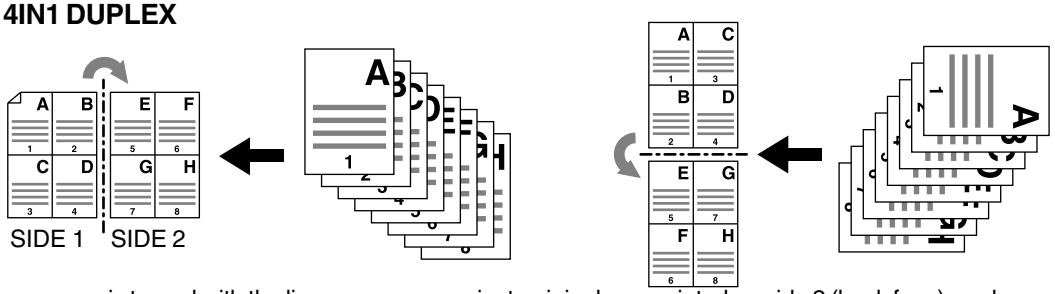
● **4IN1**



● **2IN1 DUPLEX**



● **4IN1 DUPLEX**



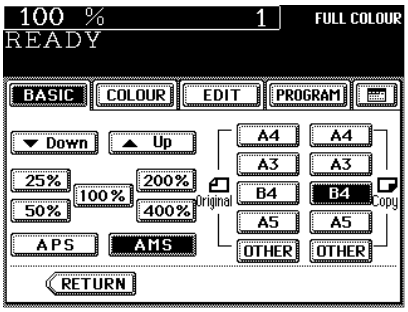
When a copy is turned with the line —·—·— as a pivot, originals are printed on side 2 (back face) as shown.

1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

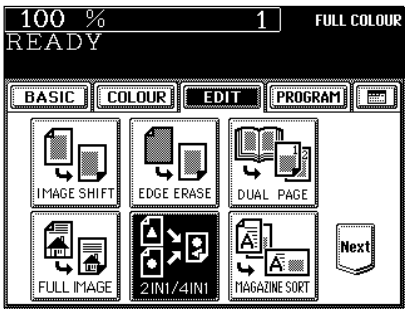
Tip

To make copies onto paper which is not the same size as originals, press the [ZOOM...] key to display the screen on the right, then press the desired paper size and the [AMS] key.



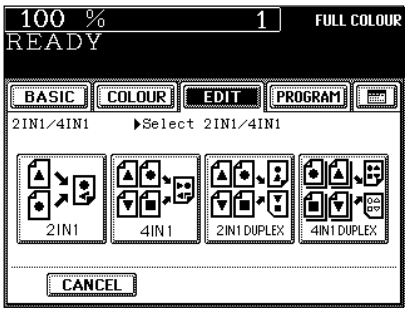
2 **Place the originals.** ► Page 2-9

3 **Press the [EDIT] key to enter the editing menu, and press the [2IN1/4IN1] key.**



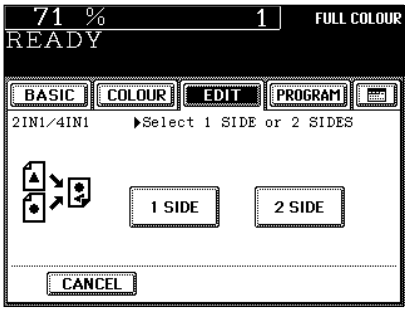
4 **Select the type of image combination.**

- Press the [2IN1] (or [4IN1], [2IN1 DUPLEX] or [4IN1 DUPLEX]) key.



5 **Select the type of the original.**

- Press the [1 SIDE] (or [2 SIDE]) key.



- Select other copy modes as required.

6 **Press the [START] key.**

- When placing an original on the glass, perform steps 5 to 6 on page 2-3 continuously.

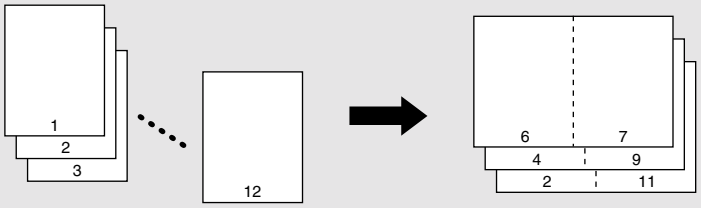
7. MAGAZINE SORT (FROM THE EDITING MENU)

The magazine sort mode allows 1-sided originals to be copied and sorted so that they can be folded and bound along a centre line like typical magazines or booklets. A3, A4-R, B4, LD and LT-R are available.

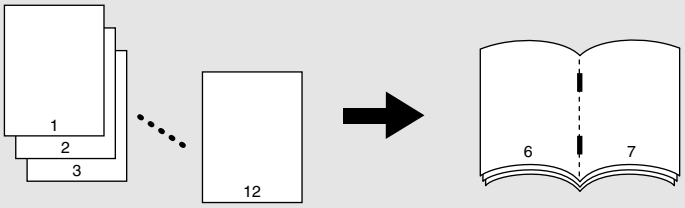
- The optical automatic duplexer must be installed.

* This mode cannot be used in combination with the AUTO COLOUR mode (► Page 3-14).

● Example of copying a 12-page document



- If used in combination with the optional finisher (MJ-1020) equipped with saddle stitch capabilities, copies can be automatically folded in half and stapled along their centre line.



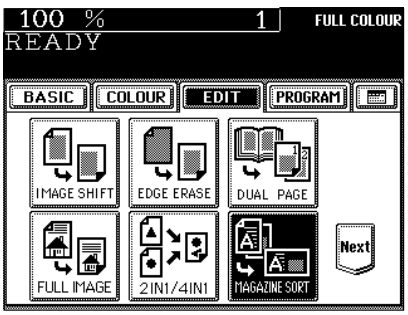
* There are two Magazine Sort procedures available. For the mode operated from the BASIC menu when the finisher (optional) is installed, see page 7-6.

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Select the paper type.**
For cassette feeding ► Page 3-3 (step 3)
For bypass feeding ► Page 6-7 (step 4)

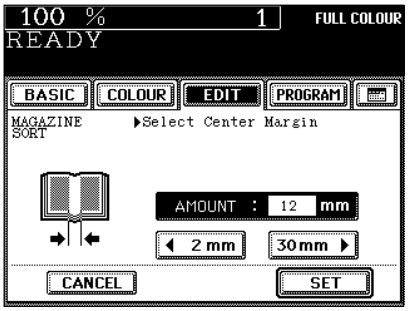
3 **Place the original(s).** ► Page 2-9
- When placing them in the reversing automatic document feeder (optional), set them by referring to the order of pages in the illustrations above.
- When placing them on the glass, place the first page of the originals first.

4 **Press the EDIT key to enter the editing menu, and press the MAGAZINE SORT key.**

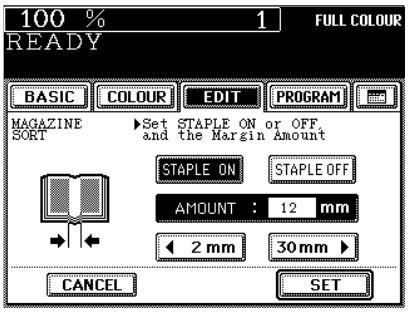


5 **Adjust the binding margin and press the (SET) key.**

- The default width of the margin is 12 mm.
- To adjust the width, press the (◄ 12mm) or (30mm ►) key to select the desired number, then press the (SET) key.



- If the optional finisher (MJ-1020) equipped with the saddle stitcher is installed, copies can be automatically stapled along their centre line. To have copies stapled, press the (STAPLE ON) key.
- Maximum number of sheets that can be stapled ► Page 7-7



Tip

If the binding margin is set as less than 12mm and the (STAPLE ON) key is pressed, the paper may not exit normally.

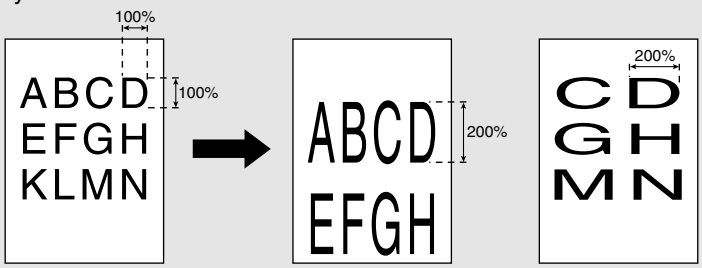
- Select other copy modes as required.

6 **Press the (◇ START) key.**

- When placing an original on the glass, perform steps 5 to 6 on page 2-3 continuously.

8. X-Y ZOOM

You can make copies with different reproduction ratios set for the X (horizontal) and Y (vertical) directions, respectively.

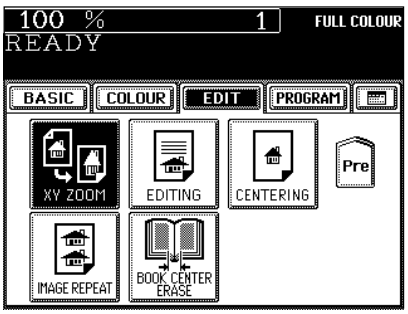


1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

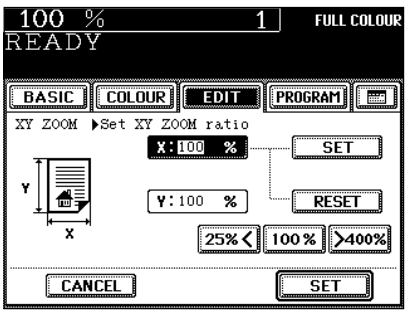
3 **Press the (EDIT) key to enter the editing menu, and press the (XY ZOOM) key.**

- If the key for the desired function is not shown, press the (Next) key to switch between the screens.



4 **Set the reproduction ratios for the X (horizontal) and Y (vertical) directions, respectively.**

- Using the (25%<) and (>400%) keys on the screen, set the reproduction ratio for X and press the upper (SET) key. Similarly, set the reproduction ratio for Y.



5 **Press the lower (SET) key.**

● Select other copy modes as required.

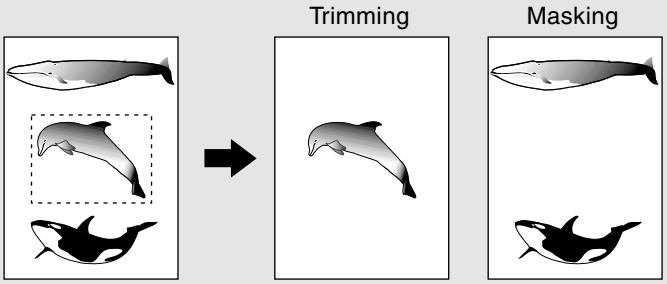
6 **Press the (◇ START) key.**

5

Trimming/Masking

You can select an area on an original and copy it with the area trimmed (only the inside of the area copied) or masked (only the outside of the area copied). One rectangular area can be specified on an original.

* Image editing is only possible with standard sized originals.
* If the settings of the original and copy sizes are not made appropriately, the image may not be copied completely.

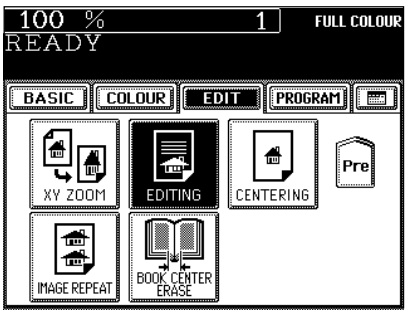


1 **Place paper in the cassette(s).** ► Page 2-4

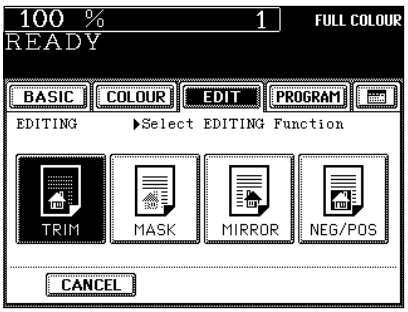
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

2 **Press the EDIT key to enter the editing menu, and press the EDITING key.**

- If the key for the desired function is not shown, press the Next key to switch the screen.

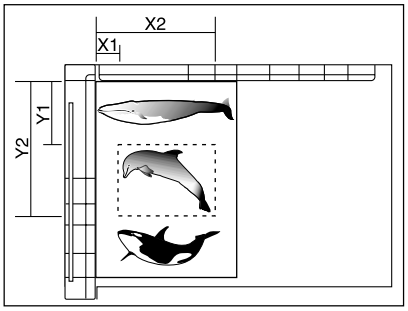


3 **Press the TRIM (or MASK) key.**



4 **Place an original on the glass to specify the area.**

- Set the original face up with the bottom toward you, fit its top left corner against the top left corner of the glass, and align it with the original scale.

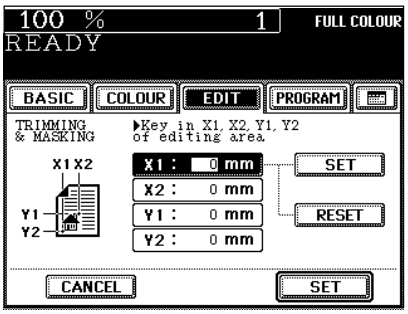


5 **Using the original scale on the left and the inner (top) scale, read the position of the desired area as follows:**

- X1 Distance from the top left to the left edge of the specified area.
- X2 Distance from the top left to the right edge of the specified area.
- Y1 Distance from the top left to the upper edge of the specified area.
- Y2 Distance from the top left to the lower edge of the specified area.

6 **Enter the distance values read in step 5 for the specified area.**

- Key in the value for X1 with the digital keys and press the upper (SET) key.
- Similarly, set the values for X2, Y1 and Y2.



7 **Press the lower (SET) key.**

8 **Place the original(s) on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.**

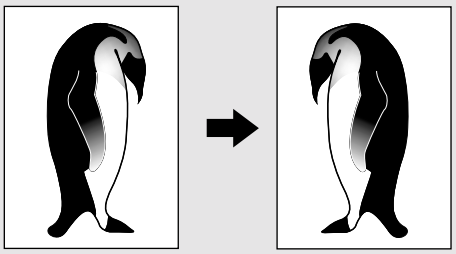
► Page 2-9

- Select other copy modes as required.

9 **Press the (◇ START) key.**

Mirror Image

Copies are made with images completely reversed in terms of right and left.



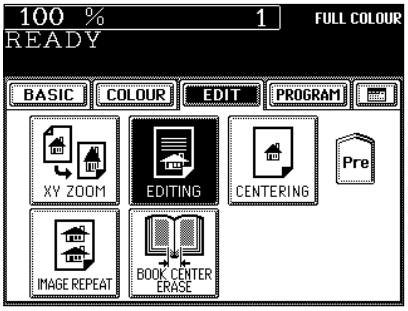
1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

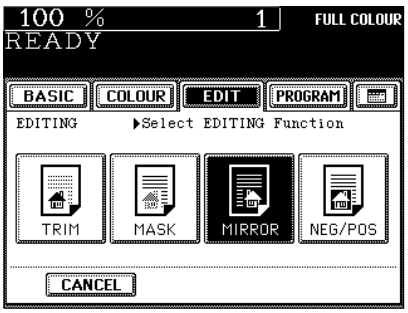
2 **Place the original(s).** ► Page 2-9

3 **Press the EDIT key to enter the editing menu, and press the EDITING key.**

- If the key for the desired function is not shown, press the Next key to switch the screen.



4 **Press the MIRROR key.**

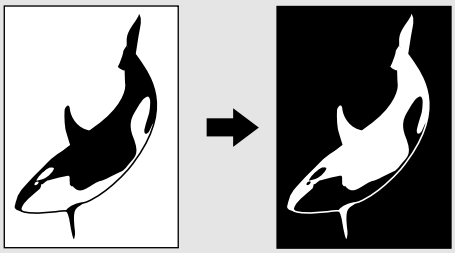


- Select other copy modes as required.

5 **Press the ◇ START key.**

Negative/Positive Reversal

In the full colour mode, this function allows you to reverse both the hue and the shading of the entire original when making copies. In the black mode or monocolour mode, only the shading of the entire original is reversed.

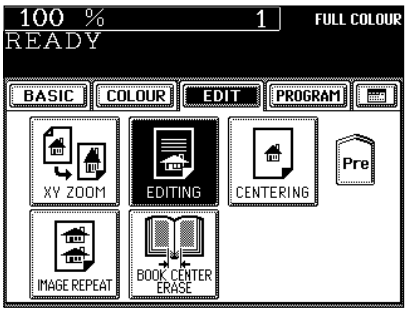


1 **Place paper in the cassette(s).** ► Page 2-4

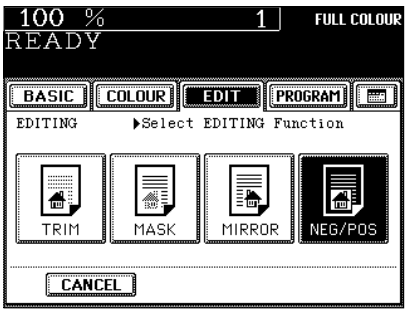
2 **Place the original(s).** ► Page 2-9

3 **Press the EDIT key to enter the editing menu, and press the EDITING key.**

- If the key for the desired function is not shown, press the Next key to switch the screen.



4 **Press the NEG/POS key.**

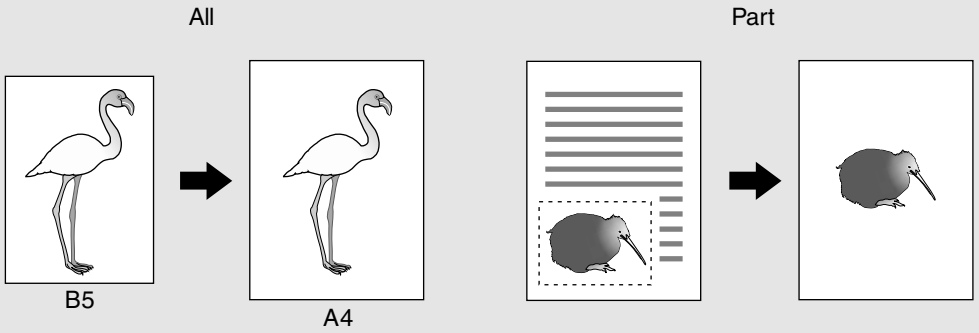


- Select other copy modes as required.

5 **Press the START key.**

10. CENTRING

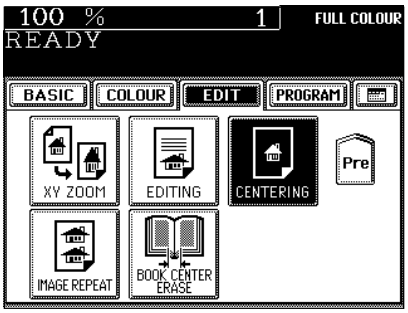
You can trim all of or a part of an original and copy it out in the centre of a sheet.
* Centring is only possible with standard sized originals.
* If the settings of the original and copy sizes are not made appropriately, the image may not be copied completely.



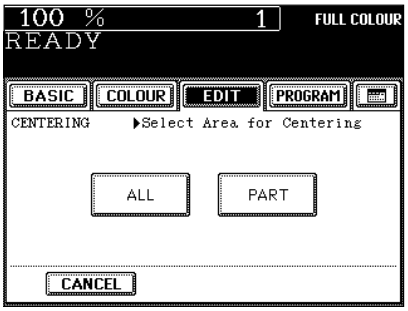
5

1 **Place paper in the cassette(s).** ► Page 2-4
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

2 **Press the EDIT key to enter the editing menu, and press the CENTERING key.**
- If the key for the desired function is not shown, press the Next key to switch the screen.

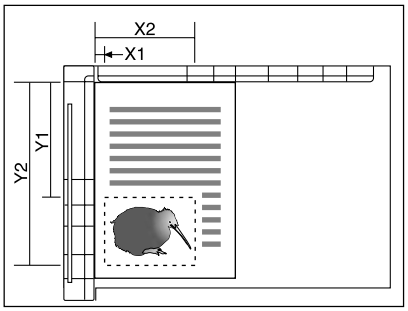


3 **Press the ALL (or PART) key to select the area for centring.**
- If you have pressed the ALL key, go to step 8.



4 **When centring a part of an original, place the original on the glass to specify the area.**

- Set the original face up with the bottom toward you, fit its top left corner against the top left corner of the glass, and align it with the original scale.

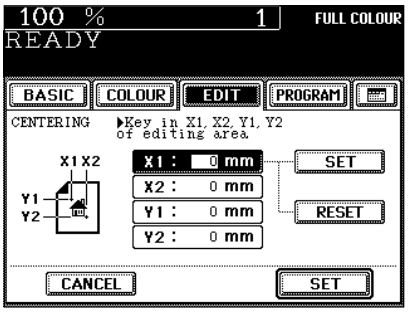


5 **Using the original scale on the left and the inner (top) scale, read the position of the desired area, as follows:**

- X1 Distance from the top left to the left edge of the specified area.
- X2 Distance from the top left to the right edge of the specified area.
- Y1 Distance from the top left to the upper edge of the specified area.
- Y2 Distance from the top left to the lower edge of the specified area.

6 **Enter the distance values read in step 5 for the specified area.**

- Key in the value for X1 with the digital keys and press the upper (SET) key.
- Similarly, set the values for X2, Y1 and Y2.



7 **Press the lower (SET) key.**

8 **Place the original(s) on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.**

► Page 2-9

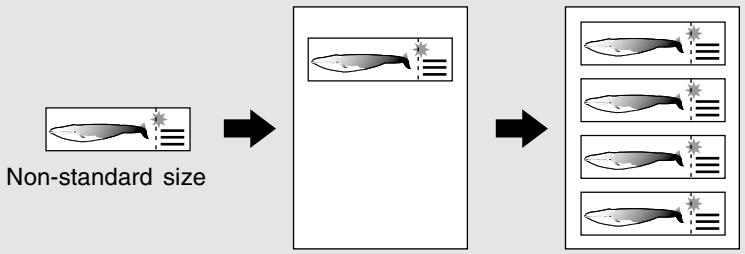
● Select other copy modes as required.

9 **Press the (◇ START) key.**

11. IMAGE REPEAT

You can repeat the entire original or a part of the area of the original on the copy.

* Image repeat is only possible with standard sized originals. However, a non-standard sized original can be copied if it is placed on a standard sized original and its area is specified.



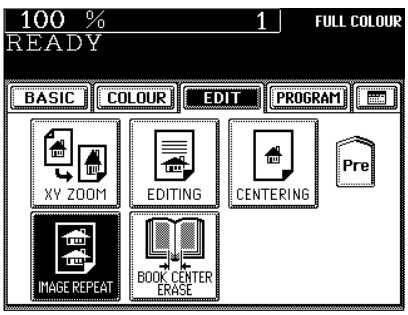
5

1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

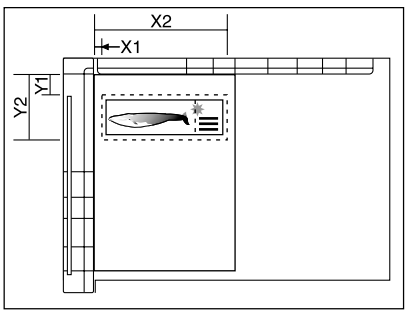
2 **Press the (EDIT) key to enter the editing menu, and press the (IMAGE REPEAT) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.



3 **Place an original on the glass to specify the area.**

- Set the original face up with the bottom toward you, fit its top left corner against the top left corner of the glass, and align it with the original scale.

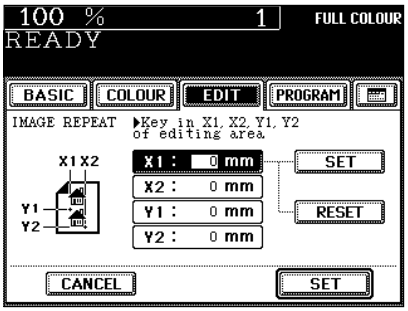


4 **Using the original scale on the left and the inner (top) scale, read the position of the desired area, as follows:**

- X1 Distance from the top left to the left edge of the specified area.
- X2 Distance from the top left to the right edge of the specified area.
- Y1 Distance from the top left to the upper edge of the specified area.
- Y2 Distance from the top left to the lower edge of the specified area.

5 **Enter the distance values read for the area to be repeated.**

- Key in the value for X1 with the digital keys and press the upper (SET) key.
- Similarly, set the values for X2, Y1 and Y2.

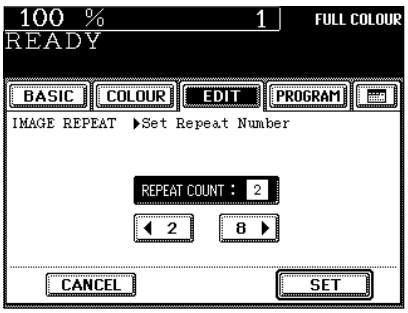


6 **Press the lower (SET) key.**

7 **Select the repeat number.**

- To change the repeat number:

  Press the (◄ 2) or (8 ►) key to select the desired repeat number, and press the (SET) key.



Tips

- If the repeat number is not set, the copier automatically repeats the original once. Only the height direction is available for repeat copying, and the original can be repeated up to 8 times.
- If the settings of the original and copy sizes are not made appropriately, the repeated image may not be copied completely.

8 **Place the original(s) on the glass face down and with its bottom toward you and with its top left aligned against the original scale on the left side.**

► Page 2-9

● Select other copy modes as required.

9 **Press the (◇ START) key.**

6. USING THE SPECIAL FUNCTIONS

1. Continuous original feeding / Single original feeding 6-2
2. Mixed-sized originals 6-4
3. Bypass copying 6-5
   - Bypass copying on standard size or A3-wide paper 6-7
   - Bypass copying on non-standard size paper 6-8
   - Special paper such as thin paper/thick paper/OHP films/sticker labels . 6-10
4. Mode memory 6-12
5. Setting the “OTHER” size key 6-15
6. User selection (Initial settings) 6-16
7. Weekly timer 6-18
8. Setting the date and time 6-20
9. Total counter 6-21
10. Department management 6-22
    - Printing an access code list 6-23
    - Setting access codes (Registration/Change/Deletion) 6-24
    - Resetting counters 6-27
11. Automatic calibration 6-28
12. Switching between languages 6-30
13. Setting the energy saving mode 6-31
14. Setting the off-mode (auto shutoff) 6-32

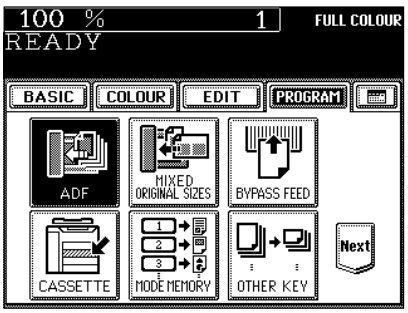
When using the optional reversing automatic document feeder, you can select the continuous feed mode (default setting) where multiple (or single) originals are continuously fed in one by one, or the single-feed mode where if you insert an original, it is automatically pulled in and starts being copied.

Continuous Feed Mode

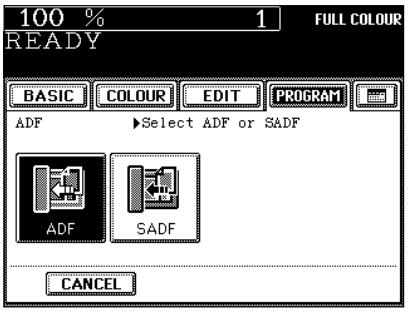
1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9
- Maximum number of originals that can be set ► Page 2-9

3 **Press the (PROGRAM) key to enter the programme menu, and press the (ADF) key.**



4 **Press the (ADF) key.**

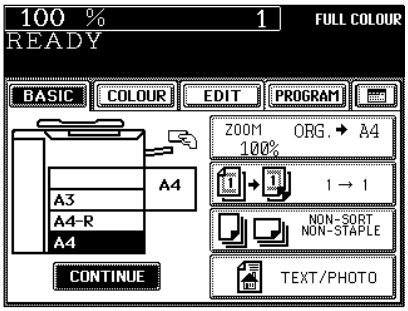


- Select other copy modes as required.

5 **Press the (START) key.**

Tip

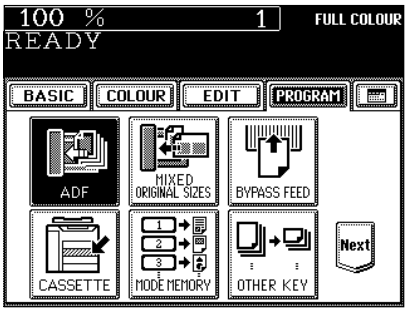
When the number of originals is too large to be set at one time, you can divide the originals into two to four sets and set them one after another. To do so, place the last set of originals first, and press the (CONTINUE) key while the scanning is in progress. After they have been scanned, place the previous set of originals.



Single-feed Mode

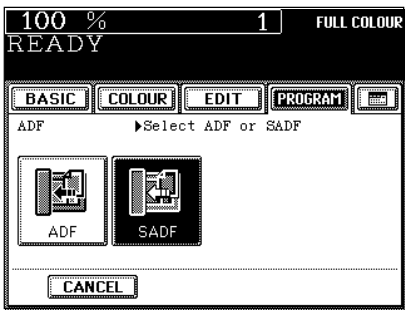
1 **Place paper in the cassette(s).** ► Page 2-4

2 **Press the (PROGRAM) key to enter the programme menu, and press the (ADF) key.**



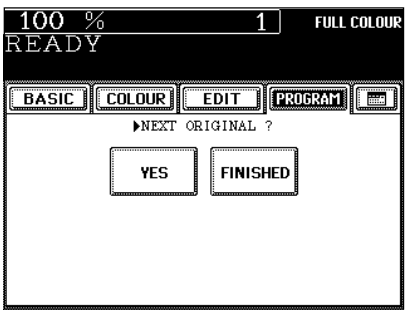
3 **Press the (SADF) key.**

- Select other copy modes as required.



4 **Place an original.** ► Page 2-9

- The original is automatically pulled in and the screen changes as shown on the right.
- If there are more originals, set them in the same way. (The same operation is carried out whether or not you press the (YES) key.)

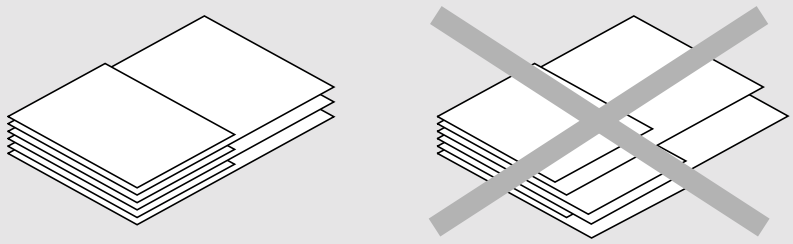


5 **After all originals have been fed through the reversing automatic document feeder, press the (FINISHED) key.**

- Copying begins.

2. MIXED-SIZED ORIGINALS

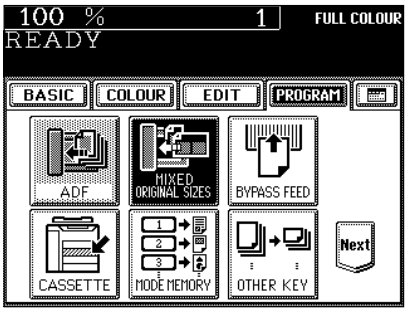
When the optional reversing automatic document feeder is used, different-sized originals can be copied at the same time in this copying mode, if their widths are the same.
* Do not set originals whose widths are different.



1 **Place paper in the cassette(s).** ► Page 2-4
- Bypass copying is not possible.

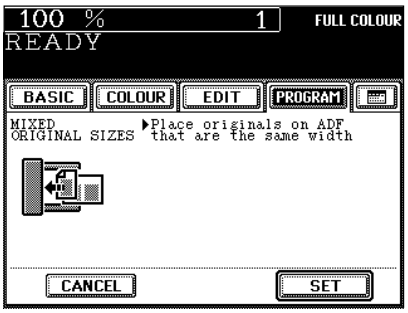
2 **Place the original(s).►** Page 2-9
- A3 and A4, B4 and B5, FOLIO and A4-R, LD and LT, or LG and LT-R sized originals can be mixed.
- The number of originals you can load at a time is 25.

3 **Press the PROGRAM key to enter the programme menu, and press the MIXED ORIGINAL SIZES key.**



4 **Press the SET key.**

5 **Select either the Automatic Paper Selection** (► Page 3-2) **or Automatic Magnification Selection mode** (► Page 3-4)**.**
- To make duplexed copies, select the automatic magnification mode.



● Select other copy modes as required.

6 **Press the ◇ START key.**

3. BYPASS COPYING

When the desired size of paper is not set in any of the cassettes, or when you want to make copies on A3-wide or non-standard sized paper, use the sheet bypass.
The modes below are available even in bypass copying if the paper size is specified:

- automatic paper selection
- automatic magnification selection
- duplex
- edge erase
- image shift
- book centre erase
- dual-page
- full image
- 2 IN 1 / 4 IN 1
- trimming/masking
- mirror image
- centering
- image repeat
- staple sorting
- magazine sort
- saddle stitching
- hole punching

In these cases, the setting procedures of the following two types of paper are different:

- Bypass copying on standard size and A3-wide paper ► Page 6-7
- Bypass copying on non-standard size paper ► Page 6-8

If you want to make copies on thin paper, thick paper, OHP films or sticker labels, make bypass copies.
► Page 6-10, 6-11

* You can also set THIN paper (64~79g/m^2), THICK1 paper (106~163g/m^2) and OHP films in the cassettes.
► Page 2-7

Bypass Copy Mode

- Refer to the table below and select the mode corresponding to the paper that has been set. Otherwise, paper jams may result or the image quality could deteriorate.
- The number of sheets that can be set at a time differs depending on the paper type. Setting more than the specified number of sheets at a time may cause copier failure or the paper jams. Be sure to set within the specified range.
- It takes 30 to 60 seconds to switch between either two modes among “PLAIN”, “OHP FILM”, “THICK1”, “THICK2” and ”THICK3” for adjustment, and 30 to 120 seconds between “THIN” and other modes.
- If the BYPASS MISFEED (8) symbol flashes, pull out the paper and place it on the sheet bypass again.
► Page 9-13
- When copying is finished, the lamp of the (//FUNCTION CLEAR) key lights. Either press the (//FUNCTION CLEAR) key, or wait 45 seconds before the bypass copying mode automatically returns to the default mode.

Corresponding Paper Type	Paper Size	Maximum Capacity
THIN (64~79g/m^2)	(Standard size) A/B format: A3,A4,A4-R,A5-R,A6-R,B4,B5,B5-R, FOLIO(210x330mm),A3-wide(305x457mm) LT format: LD(11”x17”), LG(8$^1/_2$”x14”), LT(11”x8$^1/_2$”), LT-R(8$^1/_2$”x11”), ST-R(5$^1/_2$”x8$^1/_2$”), COMP(10$^1/_8$”x14”), 13”LG(8$^1/_2$”x13”), 8.5”SQ(8$^1/_2$”x8$^1/_2$”) (Non-standard size) Length: 100~305mm; Width: 148~457mm	130 sheets
PLAIN (80~105g/m^2)		115 sheets (90g/m^2) 100 sheets (100g/m^2)
THICK1 (106~163g/m^2)		60 sheets (120g/m^2) 60 sheets (160g/m^2)
THICK2 (164~209g/m^2)		40 sheets (200g/m^2)
THICK3 (210~256g/m^2)		40 sheets (220g/m^2) 40 sheets (250g/m^2)
Sticker labels (THICK2)		40 sheets
OHP FILM	(Standard size) A4	40 sheets

* The copier stops its operation when the paper set on the bypass guide has run out even if there is the same size of copy paper in the cassette.

Bypass Copying

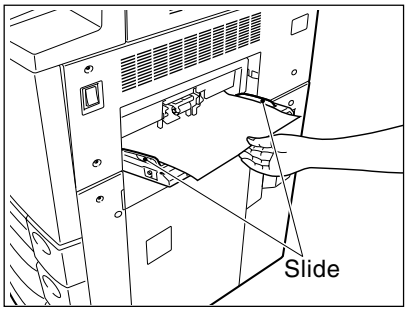
The general procedure for making bypass copies (the paper size is not specified) is described below.

1 Set sheets of paper on the bypass guide and align the slides with the size of the paper.

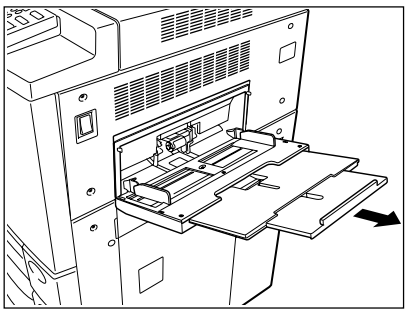
- This message appears:

Ready for bypass copying

- The paper should be placed with the side to be copied facing up.



- If the paper is long-sized, pull out the triple paper holder.
- Types of paper that can be used in bypass copying
  ► Page 6-5
- If you put several sheets on the sheet bypass at a time, fan the paper well before placing it.



6

2 Place the original(s). ► Page 2-9

● Select other copy modes as required.

3 Press the ◇START key.

Bypass Copying on Standard Size or A3-wide Paper

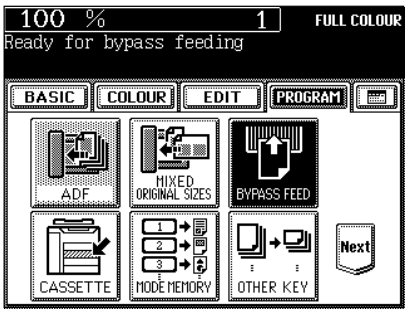
1 **Perform steps 1 to 2 on page 6-6.**

● Set the "OTHER" size key as necessary. ► Page 6-15

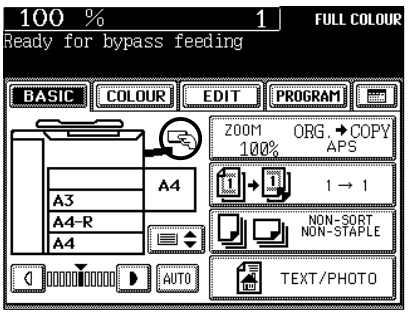
Tip

If the paper that has been set is the standard size other than A3, A4, B4 or B5, you will select the (OTHER) key in step 4. In this case, you need to make the (OTHER) key recognize the same size as the paper that has been set. Such setting should be done at this step.

2 **Press the (PROGRAM) key to enter the programme menu, and press the (BYPASS FEED) key.**

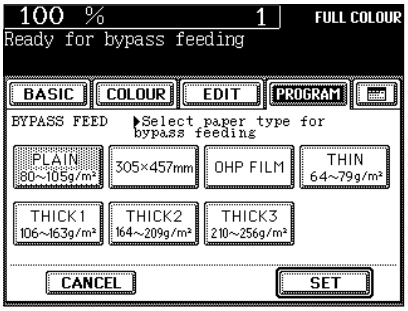


- When paper is set on the sheet bypass, pressing the bypass guide icon ◯ as shown on the right-hand display can also make the screen in step 3 appear.



3 **After selecting the paper type key corresponding to the type of the paper that has been set, press the (SET) key.**

- Plain paper is selected as the default mode (half-tone shaded).
- When using A3-wide paper, press both the paper weight key and the (305x457mm) key. Then press the (SET) key.



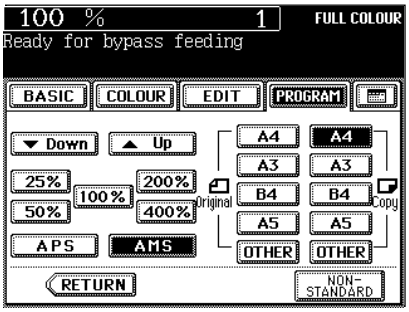
4 **Select the key of the same size as the paper that has been set.**

- For A3-wide paper, the selection is done in step 3.
- For A4-R (or B5-R) size, press the (A4) (or (B5)) key twice.
- (OTHER) key ► Page 6-15

Tip

If the size of the sheets fed from the sheet bypass is not specified, the Automatic Magnification Selection mode is cancelled.

● Select other copy modes as required.



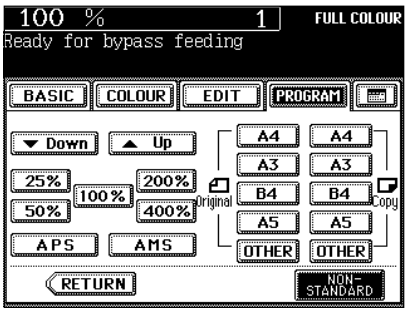
5 **Press the (◇START) key.**

Bypass Copying on Non-standard Size Paper

The size of non-standard paper is within the following ranges:
Length: 100 ~ 305mm Width: 148 ~ 457mm ► Page 6-5 (table)

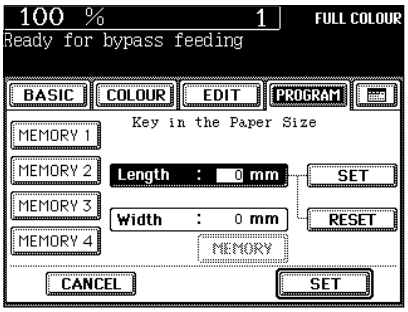
1 **Perform steps 1 to 3 on page 6-7.**

2 **Press the NON-STANDARD key.**

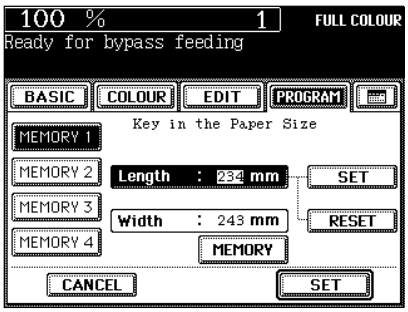


3 **Key in each dimension (length and width) with the digital keys, or recall the data stored in the MEMORY. Then press the lower SET key.**

- When using the digital keys to key in the size:
  Key in the length with the digital keys and press the upper SET key. Simlarly, set the value for the width.



- Press the MEMORY 1 (MEMORY 2, MEMORY 3 or MEMORY 4) key and the paper size memorized in the MEMORY 1 appears.
- Storing a non-standard size in the memory ► Page 6-9



● Select other copy modes as required.

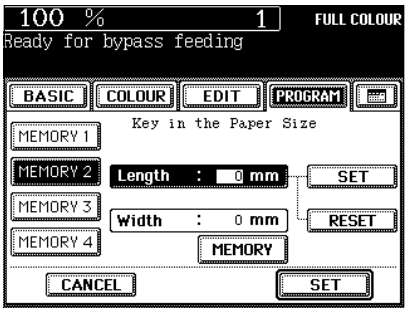
4 **Press the ◇ START key.**

Storing a Non-Standard Size in the MEMORY

It is convenient if a frequently used non-standard size of paper is stored in the memory.

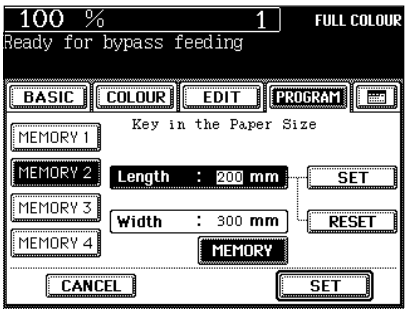
1 **Press the desired Memory Number key.**

- When the paper size is '0mm', the selected Memory Number key is vacant.
- When the paper size is displayed, a non-standard size is already stored in the selected Memory Number key. If those data may be deleted, perform step 2. New data will be rewritten and stored on that Memory Number key.



2 **Key in each dimension with the digital keys, then press the (MEMORY) key.**

- Key in the length with the digital keys and press the upper (SET) key. Similarly, set the value for the width.
- The paper size is stored in the shaded Memory Number key.



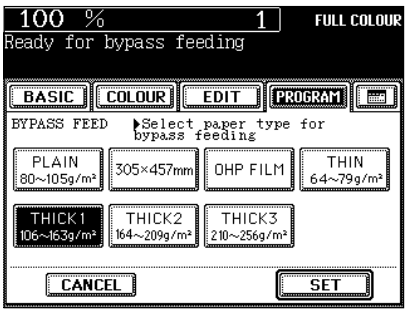
Special Paper such as Thin Paper/Thick Paper/OHP Films/Sticker Labels

Thin Paper/Thick Paper/Sticker Labels

Use the recommended thin paper/thick paper and sticker labels if possible. Copy paper sold at stores is also acceptable, but paper of some brands may not be suitable to acquire a clear image. In this case, ask your authorized Toshiba dealer.

1 **Perform steps 1 to 2 on page 6-7.**

2 **Check the thickness of the paper and press the (THIN), (THICK1), (THICK2) or (THICK3) key. Then press the (SET) key.**



Tips

- When using A3-wide paper, select the (THIN), (PLAIN), (THICK1), (THICK2), or (THICK3) key according to the paper weight and then press the (305x457mm) key.
- When using sticker labels, press the (THICK2) key.

3 **Specify the paper size as required.**
- For A3-wide paper, the selection is done in step 2.
- Standard size paper ► Page 6-7 (step 4)
- Non-standard size paper ► Page 6-8 (steps 2 to 3)

● Select other copy modes as required.

4 **Press the (◇ START) key.**

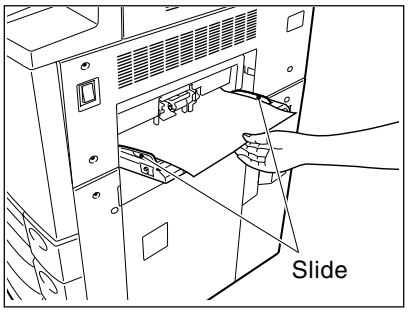
OHP Films

- Only A4-sized OHP film is acceptable.
- Using OHP films other than the recommended ones may cause jams and make the copier breakdown. The image quality may be lowered as well and copies cannot be made in clear colour. If you want to use other kinds of OHP films, ask your authorized Toshiba dealer.

* Set the OHP films on the sheet bypass vertically (the same as for A4 placement).
  If you set them horizontally (the same as for A4-R placement), the following message will appear:

Set transparency film in A4 direction

* If you select the OHP film mode, the copy speed becomes slower.

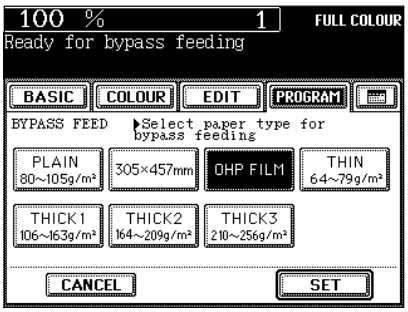


1 **Perform steps 1 to 2 on page 6-7.**

Tip

Up to 40 OHP films can be set at a time. If you will make copies of more than 40 films, feed them from the exclusive cassette for OHP films (► Page 2-7).

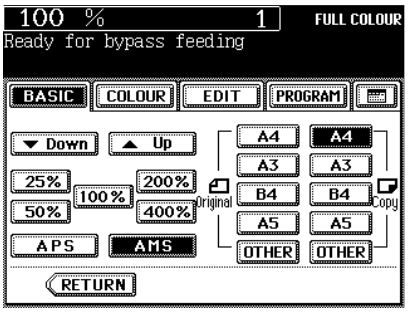
2 **Press the (OHP FILM) key, then the (SET) key.**



3 **A4 is automatically selected for the copy size.**

Tip

To make copies on OHP films (A4) from horizontally-long originals such as A3 or B4, press the (AMS) key on the screen on the right. The original data will be rotated 90° to make copies as same as the originals.



● Select other copy modes as required.

4 **Press the (START) key.**

4. MODE MEMORY

You can store and recall a combination of frequently used copy modes at any time. Up to eight such combinations of modes can be stored.

* You cannot delete the copy modes that have already been stored in the memory, but you can rewrite new modes on the memory key in which some copy modes have already been stored.

Storing a Combination of Copy Modes

1 Select the desired copy modes.

Example 1:

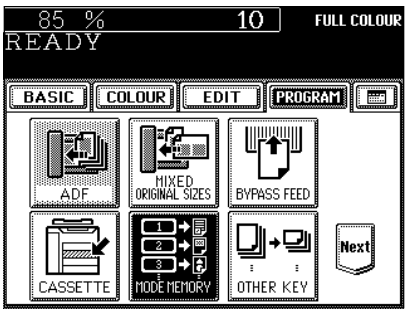
Reproduction ratio 85%
Copy quantity ..... 10 copies
Colour mode ..... Full colour
Paper size A4-R

Example 2:

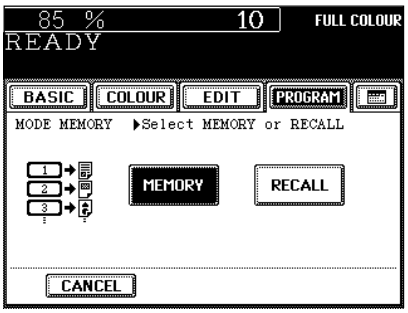
Colour balance ..... Y(Yellow)+1
M(Magenta)+2
C(Cyan)-1
K(Black) 0
Paper size A4-R
Reproduction ratio 90%

- Confirm that each mode is set correctly by pressing the Set functions confirmation key.

2 Press the PROGRAM key to enter the programme menu, and press the MODE MEMORY key.

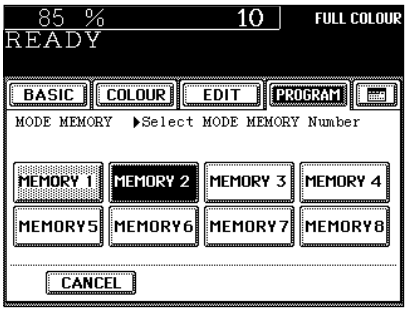


3 Press the MEMORY key.



4 Press the desired Memory Number key.

- The copy modes are stored in the selected Memory Number key.



Tips

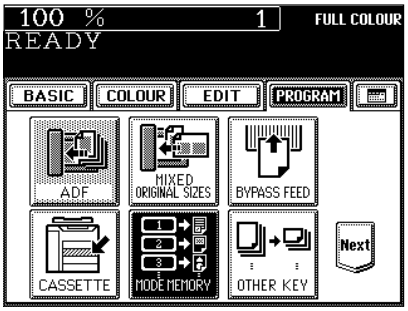
- Memory Number keys where copy modes have been already stored are shown in a half-tone shaded pattern.
- The stored copy modes remain unchanged until different copy modes are entered. (They are retained even after the power switch is turned off.)

Recalling a Stored Combination of Copy Modes to Make Copies

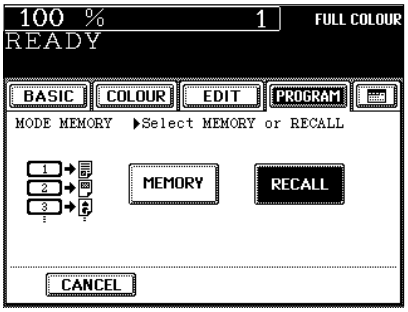
1 Place paper in the cassette(s). ► Page 2-4

2 Place the original(s). ► Page 2-9

3 Press the PROGRAM key to enter the programme menu, and press the MODE MEMORY key.



4 Press the RECALL key.

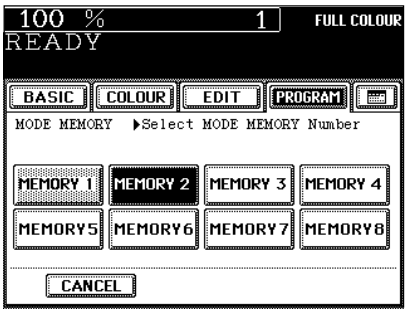


5 Press the Memory Number key where the desired combination of copy modes are stored.

- Memory Number keys where copy modes have been already stored are shown in a half-tone shaded pattern.

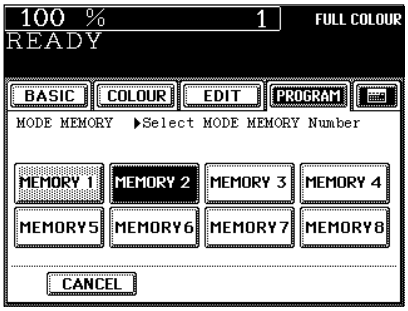
6 Press the ◇ START key.

- Copies will be made in the recalled copy modes.

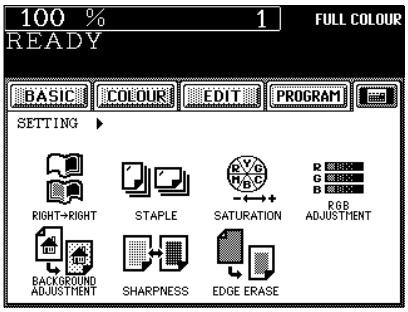


Confirming Stored Copy Modes

To confirm the copy modes stored in the Memory Number key, perform steps 3 to 5 on the previous page, then press the Set functions confirmation key.



- The screen on the right is an example of modes that have been stored in “MEMORY 2”.

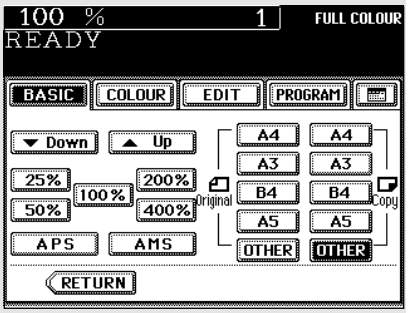


6

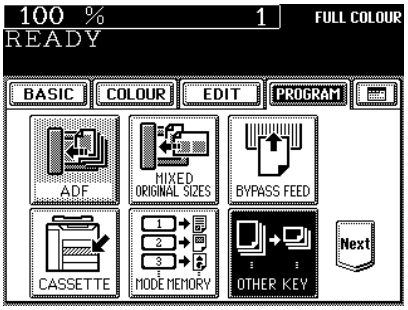
5. SETTING THE "OTHER" SIZE KEY

When original or paper size is required to be specified and you need to specify it to 'OTHER' size (except for non-standard size), this function should be used.

- This function allows the (OTHER) key on the screen on the right to recognize the size that will be used. The initial setting for this key is FOLIO.



1 **Press the (PROGRAM) key to enter the programme menu, and press the (OTHER KEY) key.**

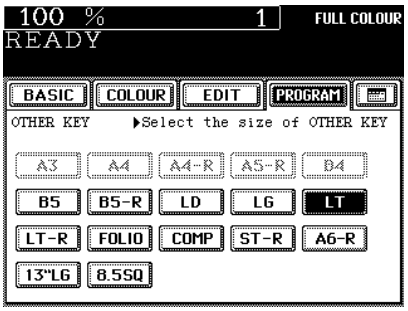


2 **Press the COPY SIZE key of the paper corresponding to the size that wiil be used.**

- Setting has been completed.

Tip

If you select 'LT' in step 2 for instance, the (OTHER) keys (both ORIGINAL and COPY SIZE keys) are recognized as LT size.



6

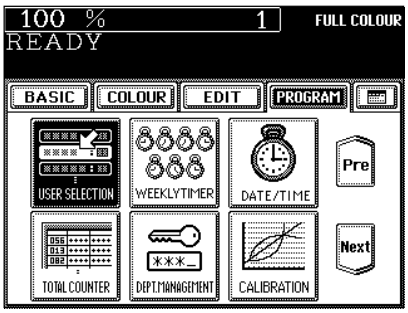
6. USER SELECTION (INITIAL SETTINGS)

You can change the initial setting (default setting) of each mode displayed on the User Selection screen.
The following modes can be changed.

- Energy saving level
- Colour mode
- Copy density (Exposure) mode
- Original image type
- Bypass feeding
- Calibration

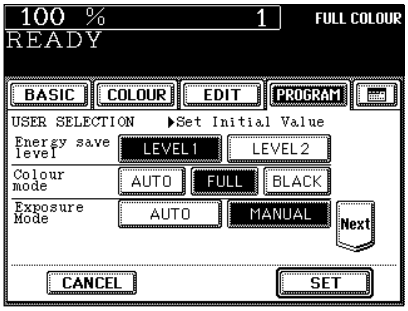
1 Press the PROGRAM key to enter the programme menu, and press the USER SELECTION key.

- If the key for the desired function is not shown, press the Pre or the Next key to switch the screen.



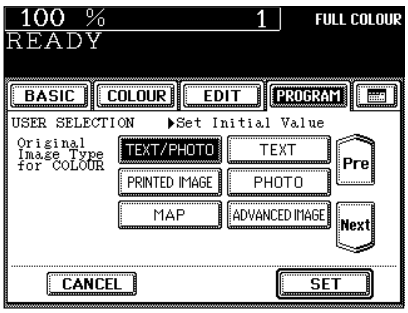
2 Press the icons of the settings you desire (selected settings will be shaded), then press the SET key.

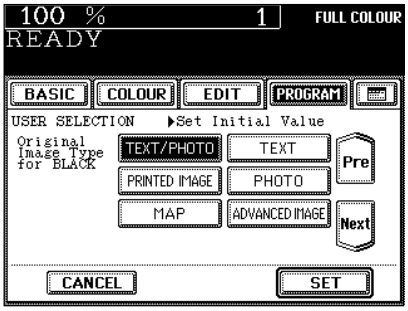
- The keys in the shaded pattern on the screens shown on the right are initial settings (default settings).

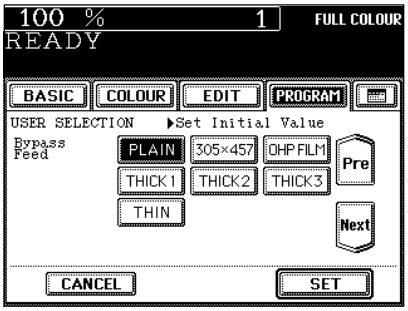


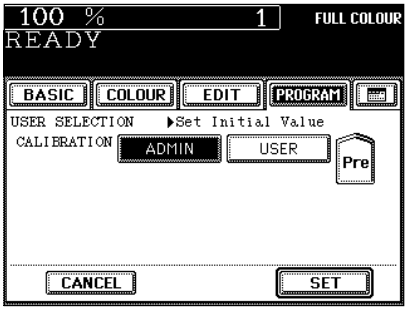
Tip

The original (image type) mode can be set for the colour originals and black-and-white originals, respectively.

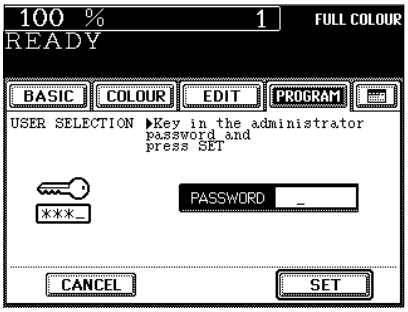








- To change the initial settings of the automatic calibration, you need to key in the administrator password (5 digits).



Tips

- Ask your service technician about setting and changing the administrator password.
- We recommend you to take a memo in order not to forget the administrator password.

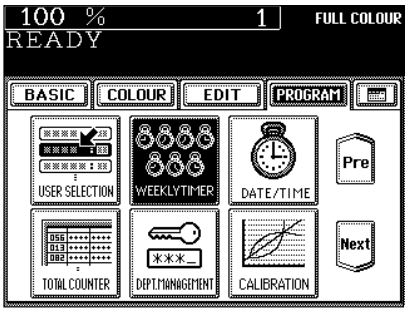
7. WEEKLY TIMER

Using the built-in weekly timer, you can have the copier automatically turned ON and OFF at specified times. For instance, you can set the timer for the starting time and closing time of your office so that the copier will automatically turn itself ON and OFF at those specified times.
- When the weekly timer is in use, the timer lamp on the control panel lights.
* When the power switch is turned off, the weekly timer does not work.

Setting the Weekly Timer

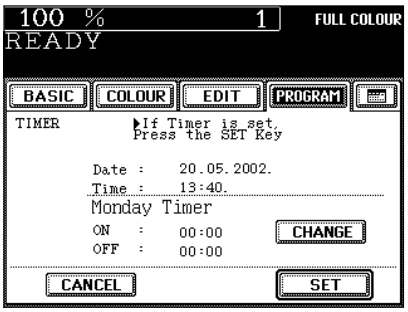
1 Press the (PROGRAM) key to enter the programme menu, and press the (WEEKLY TIMER) key.

- The (WEEKLY TIMER) key is half-tone shaded when the weekly timer has already been set.
- If the key for the desired function is not shown, press the (Pre) key or the (Next) key to switch between the screens.



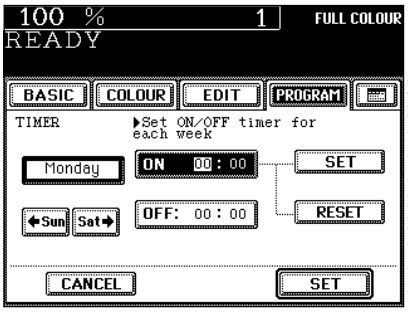
2 Check the settings on the display, and if corrections are necessary, press the (CHANGE) key.

- If no correction is needed, press the (SET) key.



3 Set the ON/OFF times for each day of the week.

- Use the (◄ SUN) and (SAT ►) keys to switch the days of the week.
- Key in numbers using the digital keys. After entering each number, press the upper (SET) key.
- After setting the times for all the days of week, press the lower (SET) key. The (WEEKLY TIMER) key becomes half-tone shaded.



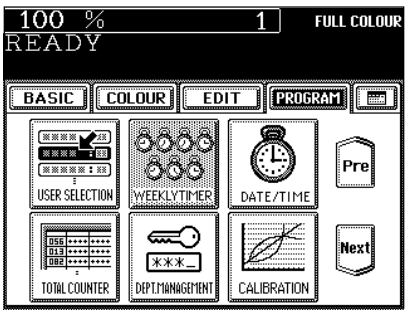
Tip

For holidays when the copier is not turned on, key in the same times for both ON and OFF, eg. ON:00:00 and OFF:00:00.

Cancelling the Use of the Weekly Timer

You can cancel the operation of the weekly timer so that the copier can be turned ON and OFF normally by the power switch.

1 **Press the PROGRAM key to enter the programme menu. Press the WEEKLY TIMER key to remove the shading pattern.**



Tip

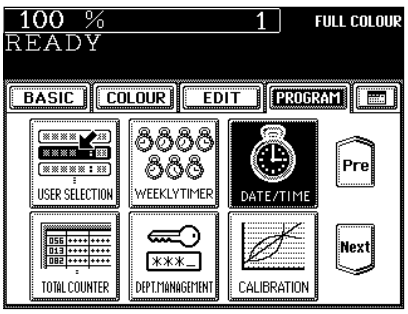
The ON/OFF times of the weekly timer are retained until they are changed. When the weekly timer is resumed, the previous settings will again become effective.

8. SETTING THE DATE AND TIME

The clock built in to the copier can be set by entering the date, day of the week and time using the digital keys. Also, you can easily change the clock to and from the daylight saving time system at the touch of a key.

1 **Press the (PROGRAM) key to enter the programme menu, and press the (DATE/TIME) key.**

- If the key for the desired function is not shown, press the (Pre) or the (Next) key to switch the screen.



2 **Key in the year (last two digits only), month, date, day of the week, time (24-hour format) and minutes with the digital keys, in this order from the left-hand column.**

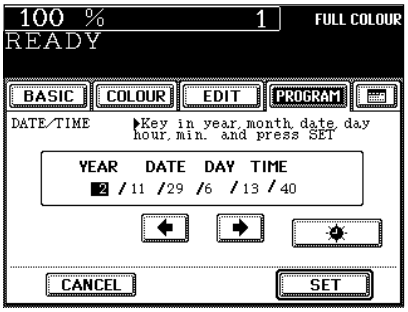
- Press the (➡) key to move to the next entry column.

  [Ex.] To enter 2002 / November ....,

  0 → 2 → (➡) → 1 → 1 → (➡)....

  * Numbers corresponding to the days of week:

Number	1	2	3	4	5	6	7
Day of week	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.



3 **Check that the settings are all correct.**

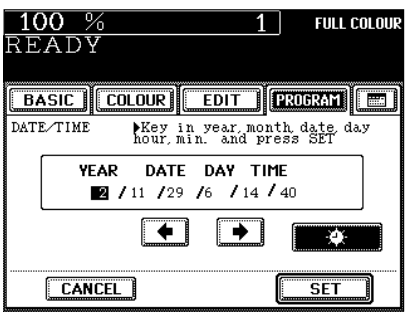
- If any of the settings is incorrect, press the (⬅) key to return and correct it.

4 **Press the (SET) key.**

Tip

● Setting the Clock to the Daylight Saving Time System

- In the countries which adopt the daylight saving time system, press the (☀) key to shade it on the first day of summer, then press the (SET) key.
- If the time was 13:40 before setting the daylight saving time system, for example, it becomes 14:40 when the icon is shaded.

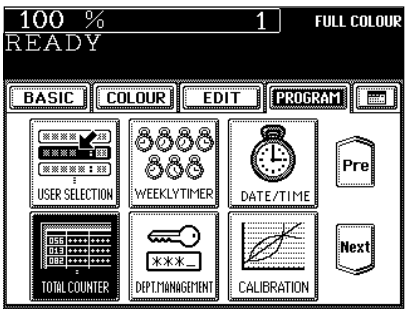


9. TOTAL COUNTER

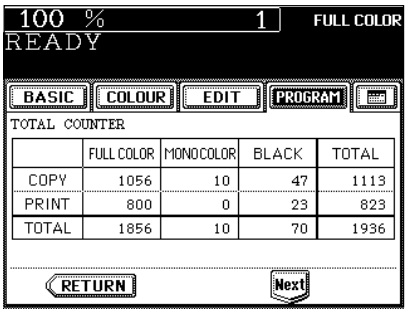
This function displays the total number of copies.
The total counter is a cumulative counter. You cannot clear this counter.

1 Press the (PROGRAM) key to enter the programme menu, and press the (TOTAL COUNTER) key.

- If the key for the desired function is not shown, press the (Pre) key or the (Next) key to switch the display.



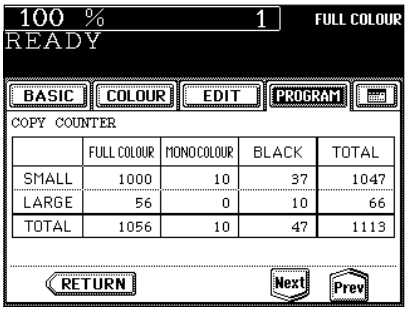
- The total number of copies or prints of the copier is displayed classified by the colour mode.

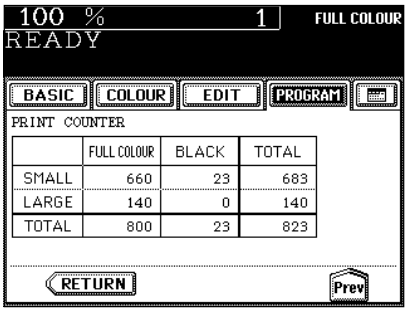


Tip

The total number of copies or prints (with the optional printer controller installed) is displayed by size group. Each group of the default setting is defined as follows (ask your service technician for details):

- Small: A4, A5, A6, B5, LT, ST, and paper with less than 330mm width in the R direction
- Large: A3, B4, FOLIO, A3-wide, LD, LG, COMP, non-standard size paper with size unknown, and paper with 330mm width or over in the R direction.
- The counter value can be either “Sheet” or “Count” depending on the contract.
- The screen on the right is displayed when the printer controller (option) is installed.



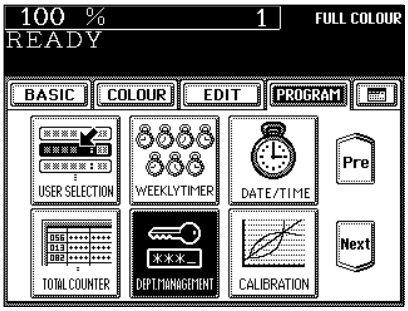


10. DEPARTMENT MANAGEMENT

You can administer the copy quantity of each department depending on your purposes by setting an access code. Up to 120 codes can be set.
* When you want to set the access codes or reset the counters, the administrator password is needed.

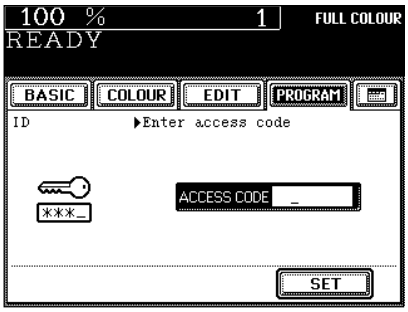
1 **Press the (PROGRAM) key to enter the programme menu, and press the (DEPT. MANAGEMENT) key.**

- If the key for the desired function is not shown, press the (Pre) key or the (Next) key to switch the screen.



2 **Key in the administrator password (5 digits) or the access code (5 digits).**

- Registering the access code ► Page 6-25

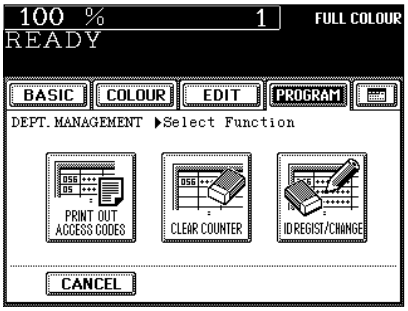


Tips

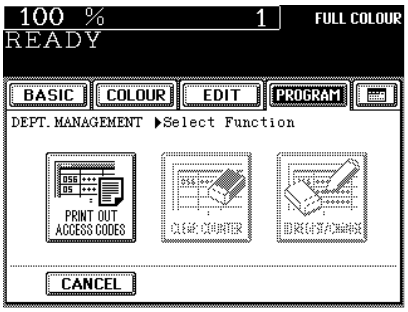
- The setting and changing of the administrator password is performed by your service technician (ask him/her for details).
- We recommend you to take a memo in order not to forget the administrator password.

3 **The department management menu appears.**

- When the administrator password is entered in step 2:



- When the access code is entered in step 2:

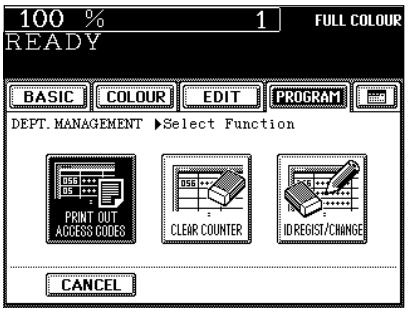


Printing an Access Code List

You can print out the number of copies output for each department.

1 **Press the [PRINT OUT ACCESS CODES] key in the department management menu.**

- Procedure to display the screen on the right ► Page 6-22
- Printing begins.



l An output example of the access code list

ACCESS CODE LIST

TIME : 22 - 10 - '02 14 : 30

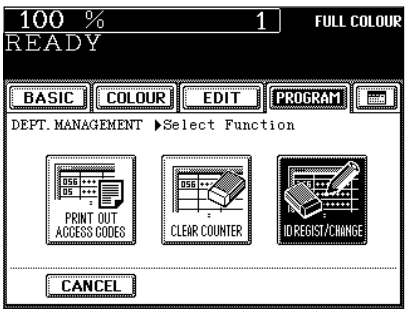
ACCESS CODE	SMALL LARGE	FULL COLOR	MONO COLOR	BLACK	TOTAL	
					TOTAL	LIMIT
00002	S.	0	0	36	36	
	L.	5	2	12	19	
					55	1000
00003	S.	155	0	1123	1278	
	L.	8	2	58	68	
					1346	2000
00005	S.	22	8	30	60	
	L.	6	0	3	9	
					69	
00011	S.	211	0	55	266	
	L.	0	0	13	13	
					279	350
00012	S.	0	0			
	L.	4				

Setting Access Codes (Registration/Change/Deletion)

This function registers, changes and deletes the access codes. You can also restrict the number of copies for each department.
* This setting is available when the administrator password has been entered in step 2 on page 6-22.

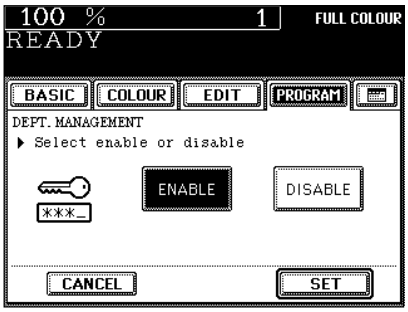
1 Press the (ID REGIST/CHANGE) key in the department management menu.

- Procedure to display the screen on the right ► Page 6-22



2 Press the (ENABLE) key, then the (SET) key.

- The default setting is 'disable'. If you administer the departments with the access code, press the (ENABLE) key.
- Selecting 'enable' has the copier go into the department management mode. The access code input screen (► Page 1-9) appears when the power switch is turned ON or the automatic function clear mode(► Page 1-5) works.

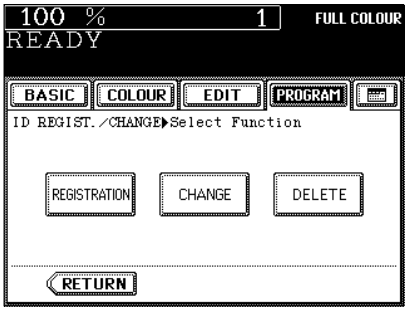


Tip

As long as 'disable' is selected, the number of outputs for each department is not counted. As a result, it will not affect the counter of the access code list.

3 Press the key of the desired function.

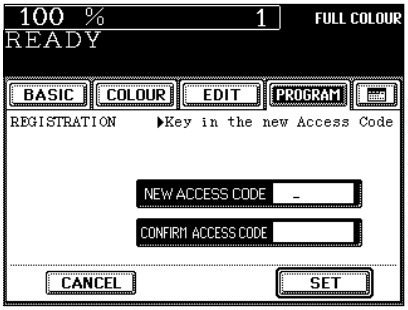
- To register a new access code → press (REGISTRATION)
- To change an access code or to change the limit number of copies by access code → press (CHANGE)
- To delete an access code → press (DELETE)



Registering a New Access Code

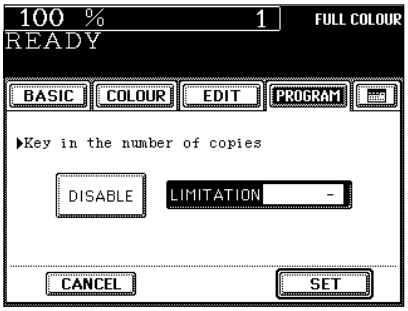
4 Using the digital keys, enter the desired access code (5 digits) into the fields of NEW ACCESS CODE and CONFIRM ACCESS CODE, and press the (SET) key.

- You cannot enter an access code which has already been registered. The administrator password and "00000" are invalid.



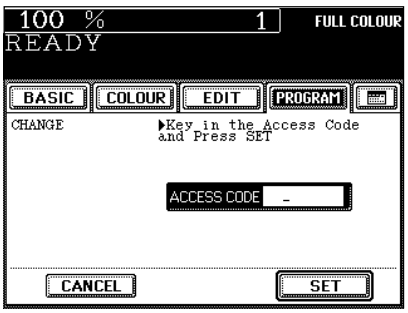
5 Key in the upper limit (7 digits) you want to set on the number of copies with the digital keys, and then press the (SET) key.

- The copy limitation is the total number of "full colour + monocolour + black". Key in the number between 0000000 and 9999999.
- If the number of copies has exceeded the set limitation, no more copies can be made under this access code after the current operation has been completed.
- To make the copy operation available again, key in a number of limitation larger than the current one, or reset the number to 0 (zero) by the clear counter function (► Page 6-27).
- Press the (DISABLE) key if the limitation to the new department is not necessary, and then press the (SET) key.



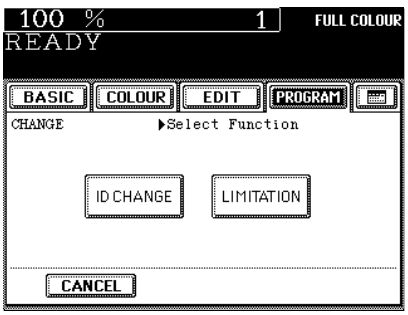
Changing an Access Code / Changing the Limit Number of Copies by an Access Code

4 Using the digital keys, enter the current access code (5 digits) of the department you want to change, and press the (SET) key.



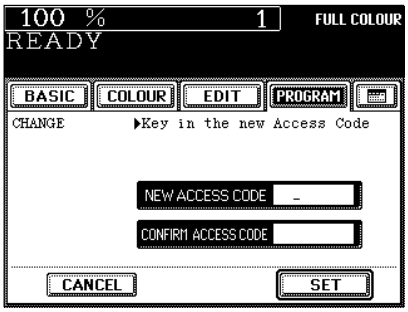
5 Press the (ID CHANGE) or (LIMITATION) key.

- When the (ID CHANGE) key is selected, go to step 6; when the (LIMITATION) key is selected, go to step 7 on the next page.



Setting Access Codes (Registration/Change/Deletion) (Cont.)

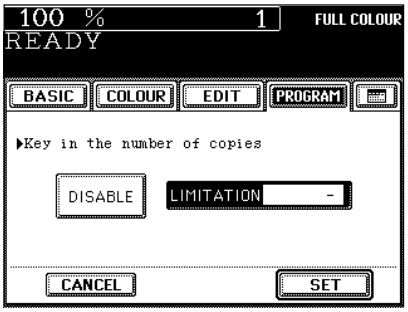
l **When the (ID CHANGE) key is selected in step 5:**



6 Using the digital keys, enter a new access code (5 digits) into the fields of NEW ACCESS CODE and CONFIRM ACCESS CODE, and press the (SET) key.

- You cannot enter an access code which has already been registered. The administrator password and '00000' are invalid.

l **When the (LIMITATION) key is selected in step 5:**

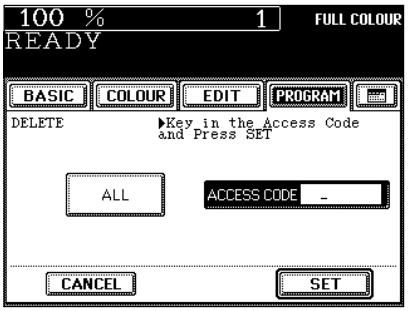


7 Key in a new upper limit number of copies (7 digits) you want to set with the digital keys, and then press the (SET) key.

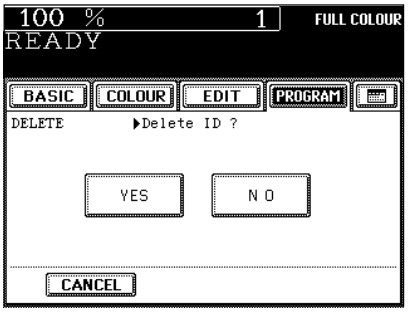
- Press the (DISABLE) key if the limitation is not necessary, then press the (SET) key.

6

Deleting an Access Code



4 To delete all the registered access codes, press the (ALL) key, then the (SET) key.
If you want to delete a specific access code, key in the access code (5 digits) of the department to be deleted with the digital keys, then press the (SET) key.



5 Press the (YES) key.

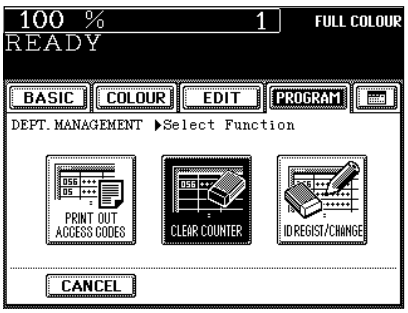
Resetting Counters

This function resets all counters or a specific counter to “00000”. However, the total counter (► Page 6-21) cannot be reset.

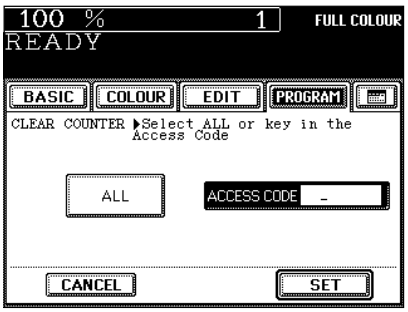
* This setting is available only when the administrator password has been entered in step 2 on page 6-22.

1 **Press the (CLEAR COUNTER) key in the department management menu.**

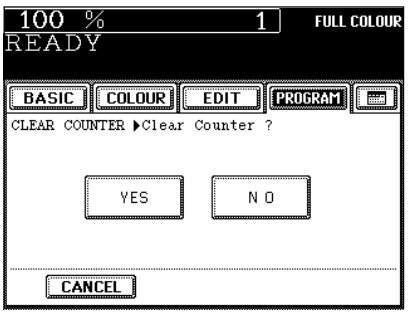
- Procedure to display the screen on the right ► Page 6-22



2 **If you want to reset all the counters of registered departments, press the (ALL) key and then the (SET) key. If you want to reset the counter of a specific department, key in the access code (5 digits) of that department with the digital keys, then press the (SET) key.**



3 **Press the (YES) key.**



Tip

If you administer the outputs of each department over a monthly period, refer to the following procedure.

1) Select ‘enable’ on the department management, then register the access code for each department.
2) Key in the copy limitation of each department as necessary.
3) Output the access code list at the end of each month and record the actual counts.
4) Clear the counters of all departments at a time right before the month changes (after printing out the lists).

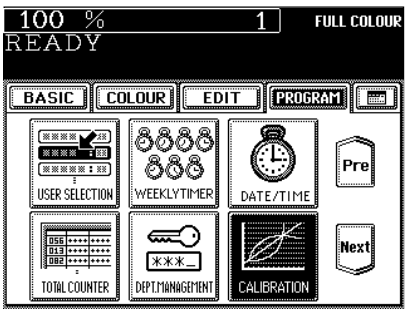
11. AUTOMATIC CALIBRATION

This function allows the copier to automatically calibrate the colour gradation when the colour cannot be adjusted well because the shading or the hue of the image has deviated.
- Set the A3-sized paper (recommended paper) (► Page 2-5) in the cassette before starting the calibration. If any other paper is used, calibration may not be performed properly.
- If the colour often deviates, call your service technician.

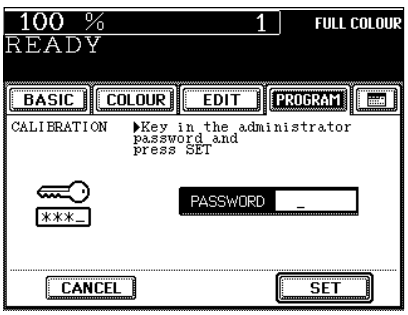
* If the glass is dirty or any foreign objects are stuck to the glass, the calibration may not be carried out properly. Keep the glass clean.
* Never raise the original cover or the optional reversing automatic document feeder or open the front cover while the calibration is in progress. If this does happen, the calibration cannot be finished appropriately.
* Interrupt copying is not available during the calibration.

1 **Place the A3-size paper (recommended by Toshiba) in the cassette.**

2 **Press the (PROGRAM) key to enter the programme menu, and press the (CALIBRATION) key.**
- If the key for the desired function is not shown, press the (Pre) key or the (Next) key to switch the screen.



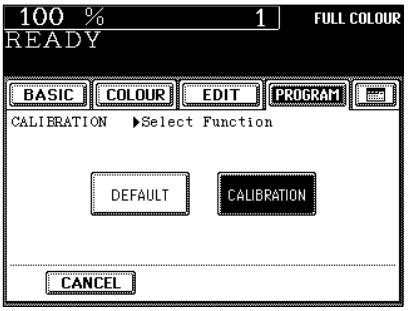
3 **Enter the administrator password (5 digits), then press the (SET) key.**



Tips

- The setting and changing of the administrator password is performed by your service technician (ask him/her for details).
- We recommend you to take a memo in order not to forget the administrator password.
- If you do not need the user control by the administrator password, select the (USER) key under automatic calibration in the USER SELECTION mode. ► Page 6-17

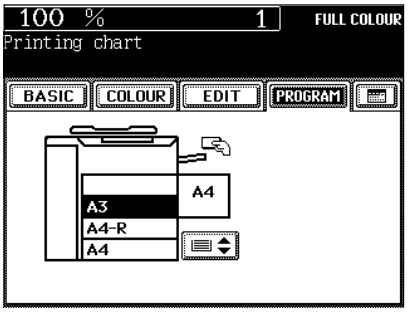
4 **Press the CALIBRATION key.**



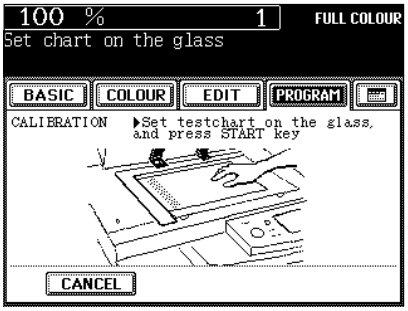
Tip

If you want to return the image quality level to the default setting, press the DEFAULT key.

5 **The chart is printed out.**



6 **When the display on the right appears, place the chart face down on the glass and with its bottom toward you and its top left aligned against the original scale on the left side, in order that the black line be placed at the left side.**



7 **Press the ◇ START key.**

- When the message "READY" appears, the entire operation is completed.

Tip

If the chart is not properly placed, the following message appears:

Set chart correctly

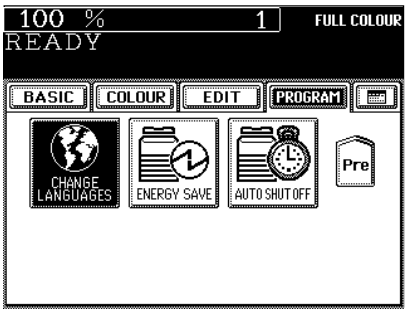
Go back to step 6 and place the chart again.

12. SWITCHING BETWEEN LANGUAGES

The language used on the touch panel can be changed to a different one.

1 **Press the (PROGRAM) key to enter the programme menu, and press the (CHANGE LANGUAGES) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.



2 **Press the key of the desired language.**

6

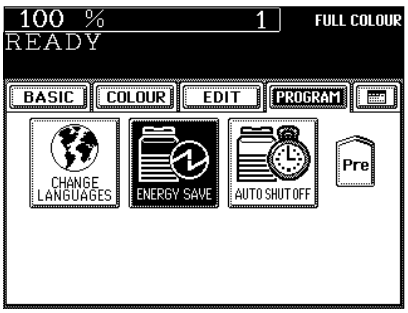
13. SETTING THE ENERGY SAVING MODE

This function allows the copier automatically to go into the energy saving mode (unnecessary electricity is cut off at standby) if it is left inactive for a specified period of time.

- Energy-saving functions ► Page 1-11
- ENERGY SAVER key ► Page 1-4

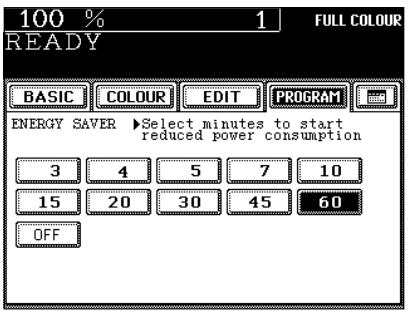
1 **Press the PROGRAM key to enter the programme menu, and press the ENERGY SAVE key.**

- If the key for the desired function is not shown, press the Next key to switch the screen.



2 **Select the period of time (in minutes) on the display allowed before the Automatic Energy Saving mode is activated.**

- The setting procedure finishes and the display returns to the programme menu screen.
- The default setting is '60 minutes'.



Tip

If you do not want to use the automatic energy saving mode, press the OFF key.

Clearing the Automatic Energy Saving Mode

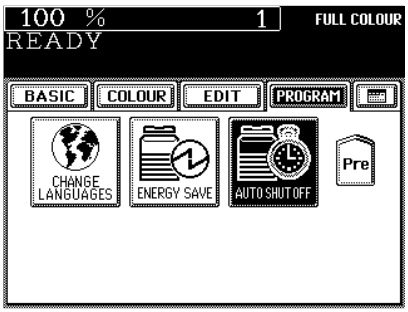
Press the ENERGY SAVER or START key on the control panel. The copier starts to warm itself up.

14. SETTING THE OFF-MODE (AUTO SHUTOFF)

This function allows the copier to automatically turn its power OFF when it is left inactive for a specified period of time. When the power is supplied to the optional printer controller, the copier will go into the sleep mode and it will stand by with the minimum power consumption.

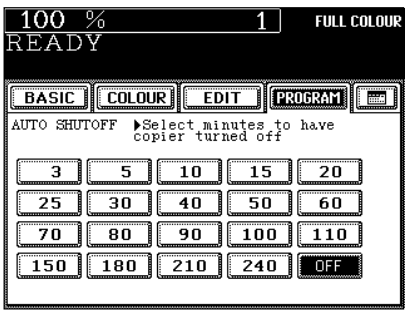
1 **Press the (PROGRAM) key to enter the programme menu, and press the (AUTO SHUT OFF) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.



2 **Select the period of time (in minutes) on the display allowed before the Off-mode (the Sleep mode if the power is being supplied to the optional printer controller) is activated.**

- The setting procedure finishes and the display returns to the programme menu screen.
- The default setting is 'OFF'.



Tip

If you do not want to use the off-mode, select the (OFF) key.

Clearing the Off-Mode/Sleep Mode

Turn ON the power switch once again when the copier is in the off-mode. Press the (◇START) key during the sleep mode. The copier starts to warm itself up.

7. SELECTING FINISHING MODES

(USING THE OPTIONAL FINISHERS)

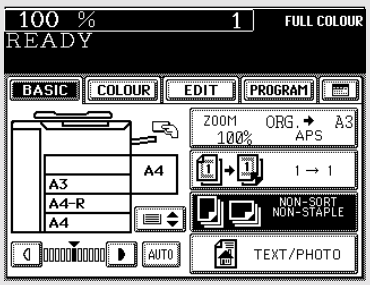
1. Finishing modes and finishers (optional) 7-2
2. Sort/group copying 7-3
3. Staple sorting 7-4
4. Magazine sort & saddle stitching mode (booklet mode) 7-6
5. Hole punching mode 7-8

1. FINISHING MODES AND FINISHERS (OPTIONAL)

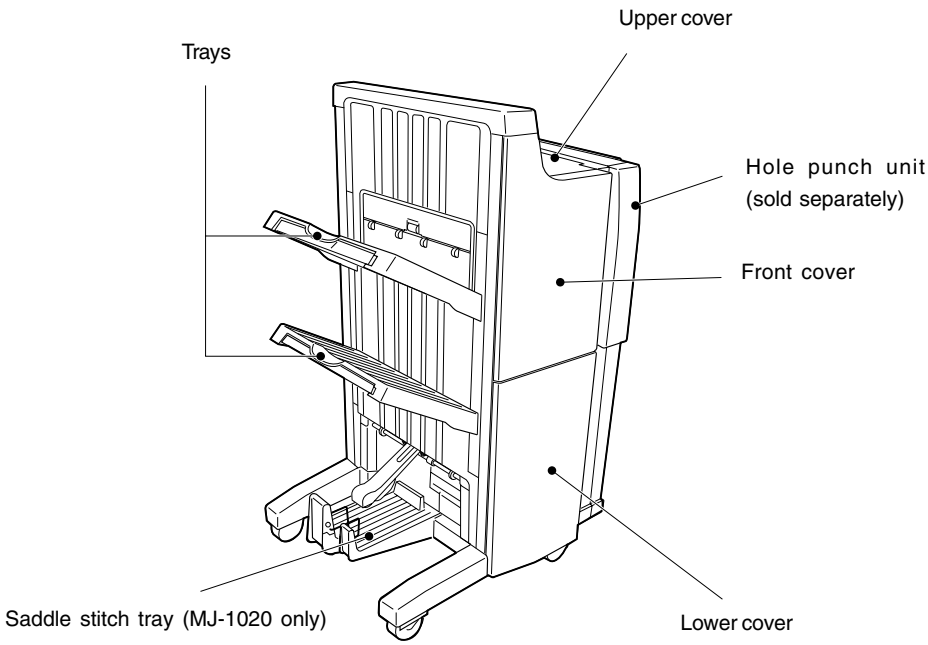
There are 2 types of optional finishers (MJ-1019 and MJ-1020). Functions available differ depending on whether the finisher is installed, or which type of the finisher is installed.

- Press the key on the basic screen on the right (shaded), and confirm the finishing modes on the panel.

* The touch panel used in this chapter appears when the optional finisher (MJ-1020) and the optional hole punch unit are installed with your copier.



Names of the Main Components



Tip

When the finisher trays reach their maximum loading capacity (► Page 11-8), the following message appears:

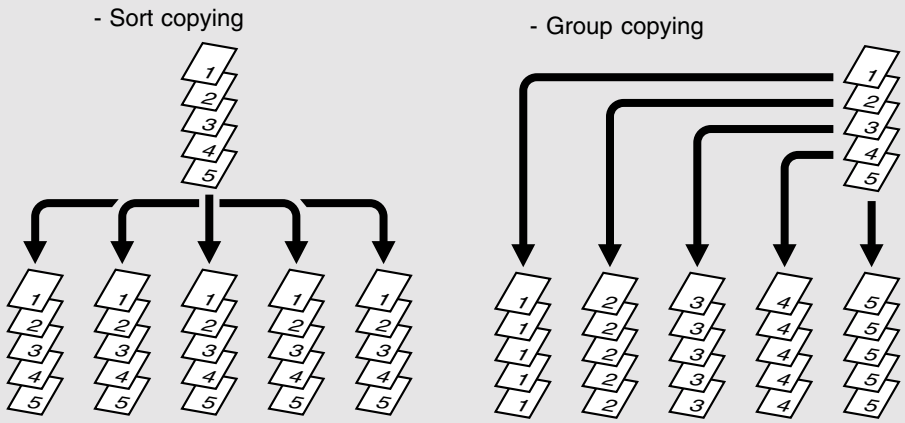
Finisher full : Remove paper

Remove the copies from the trays and the copier automatically resumes making copies.

2. SORT/GROUP COPYING

To make multiple copies, you can select the sort mode or group mode as necessary.
The paper sizes available for sort/group copying are A3, A4, A4-R, B4, B5, FOLIO, LD, LG, LT, LT-R and COMP.

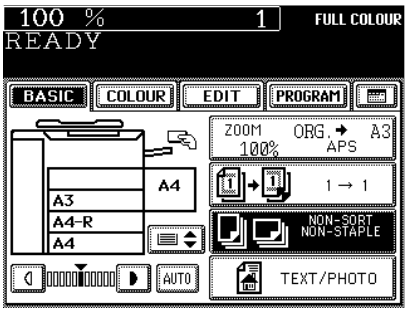
● Example of making 5 sets of copies from 5-page originals



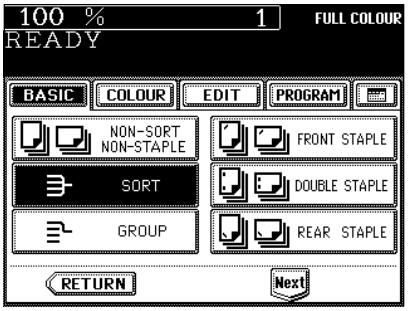
1 **Place paper in the cassette(s).** ► Page 2-4

2 **Place the original(s).** ► Page 2-9

3 **Press the key on the basic screen as shown on the right (shaded).**



4 **Press the (SORT) (or (GROUP)) key.**



● Select other copy modes as required.

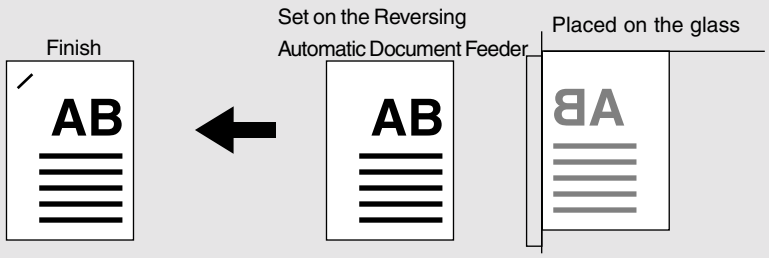
5 **Press the (◇ START) key.**

7

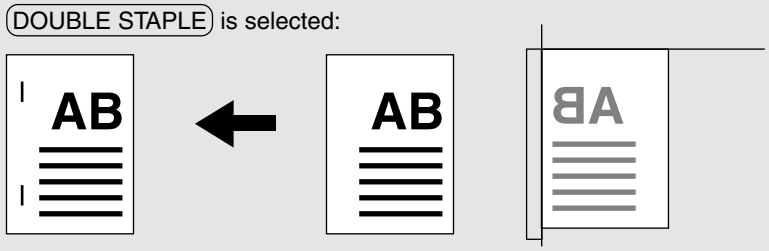
3. STAPLE SORTING

When the optional finisher is installed, you can use a function that performs automatic stapling at one of the following three positions.
The paper sizes that can be stapled are A3, A4, A4-R, B4, B5, FOLIO, LD, LG, LT, LT-R and COMP.

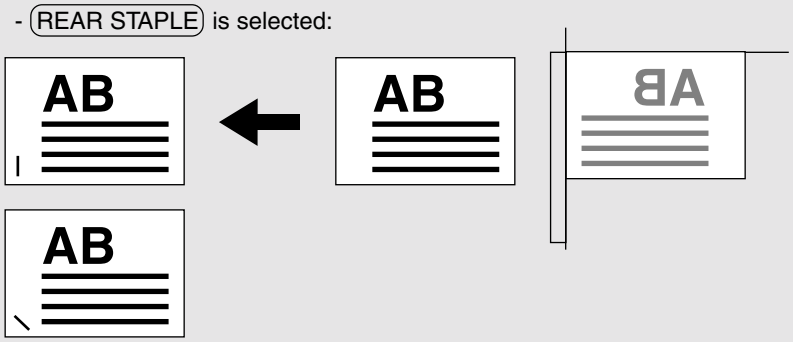
- (FRONT STAPLE) is selected:



- (DOUBLE STAPLE) is selected:



- (REAR STAPLE) is selected:

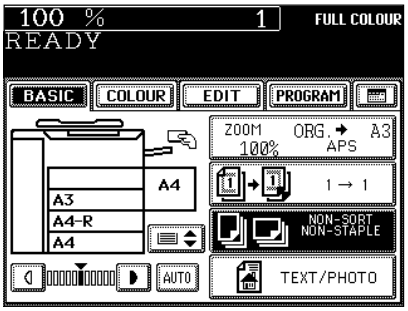


* Depending on the paper size, stapling is made either vertically (A4-R, FOLIO, LG, LT-R) or diagonally (A3, A4, B4, B5, LD, LT, COMP).

1 **Place paper in the cassette(s).** ► Page 2-4
- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

2 **Place the original(s).** ► Page 2-9

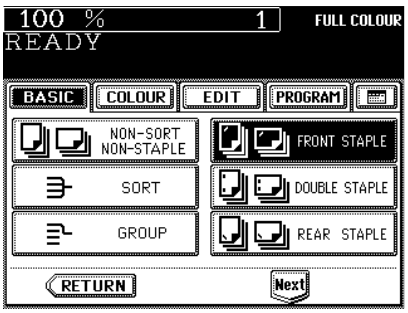
3 **Press the key on the basic screen as shown on the right (shaded).**



4 **Press the FRONT STAPLE (or DOUBLE STAPLE or REAR STAPLE) key.**

- Select other copy modes as required.

5 **Press the START key.**



Tips

- If you set the staple mode and the number of sheets goes over 50 in the case of A4, B5 and LT, or over 30 in the case of A3, A4-R, B4, FOLIO, LD, LG, LT-R or COMP, the finisher automatically enters the sort mode.
- For the paper which weighs 90 to105g/m², do not set more than the maximum number of sheets that can be stapled to prevent it from mis-exiting.

Maximum Number of Sheets that can be Stapled

Paper size	Paper weight		
	80 g/m²	90 g/m²	105 g/m²
A4, B5, LT	50 sheets	30 sheets	30 sheets
A3, A4-R, B4, FOLIO LD, LG, LT-R, COMP	30 sheets	15 sheets	15 sheets

* Tray load capacity ► Page 11-8

4. MAGAZINE SORT & SADDLE STITCHING MODE (BOOKLET MODE)

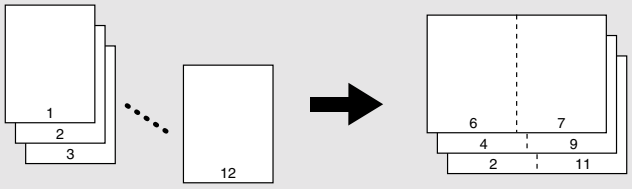
When the Magazine Sort mode is selected, 1-sided originals can be copied and bound like magazines or booklets. When a finisher with a saddle stitcher (optional, MJ-1020) is installed, you can select the saddle stitching mode which will automatically staple in the centre of the document. A3, A4-R, B4, LD and LT-R are available.

- The optional automatic duplexer must be installed.

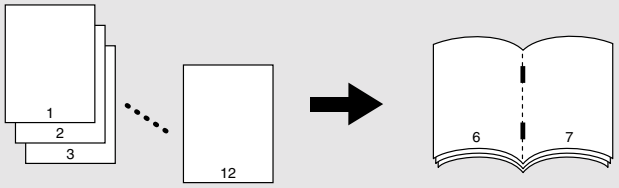
*This mode cannot be used in combination with the AUTO COLOUR mode (► Page 3-14).

● Example of copying a 12-page document

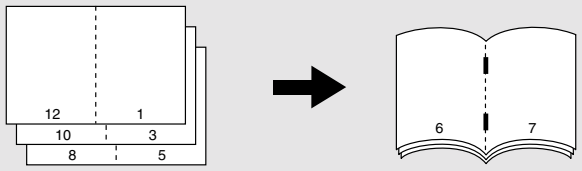
- When (MAGAZINE SORT) is selected



- When (MAGAZINE SORT & SADDLE STITCH) is selected



- When (SADDLE STITCH) is selected



*You can also select the Magazine Sort mode from the editing menu. ► Page 5-11

1 **Place paper in the cassette(s).** ► Page 2-4

2 **Set the paper size.**

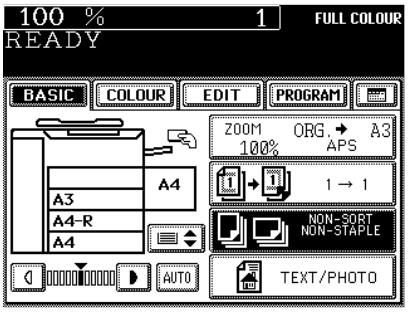
For cassette feeding ► Page 3-3 (step 3)

For bypass feeding ► Page 6-7 (step 4)

3 **Place the original(s).** ► Page 2-9

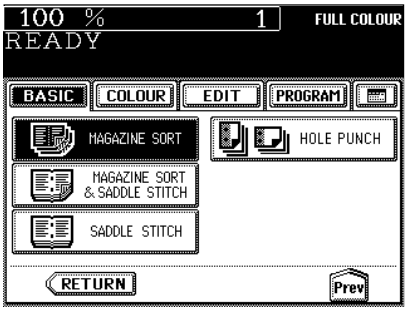
- When placing them in the reversing automatic document feeder (optional), set them by referring to the order of pages in the illustrations above.
- When placing them on the glass, place the first page of the originals first if (MAGAZINE SORT) or (MAGAZINE SORT & SADDLE STITCH) is selected. If (SADDLE STITCH) is selected, set them in the order of pages 12-1, (2-11), 10-3, (4-9), then 8-5, (6-7) by referring to the illustration above as an example.

4 **Press the key on the basic screen as shown on the right (shaded).**



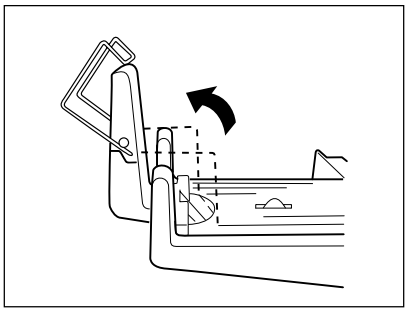
5 **Press the (MAGAZINE SORT) (or MAGAZINE SORT & SADDLE STITCH) or (SADDLE STITCH)) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.



Tip

If you want to saddle stitch A3, B4 or LD size paper (when the (MAGAZINE SORT & SADDLE STITCH) or (SADDLE STITCH) is selected), raise the stopper of the saddle stitch tray.



- Select other copy modes as required.

6 **Press the (◇ START) key.**

- When placing original(s) on the glass, perform steps 5 to 6 on page 2-3.

Conditions Making Saddle Stitching Possible

Paper size	Paper weight	Maximum capacity for saddle stitching	Tray load capacity
A3 A4-R B4 LD LT-R	80g/m^2	15 sheets	Copying of 11~15 sheets: 10 copies Copying of 6~10 sheets: 20 copies Copying of 5 sheets or less: 25 copies
	90g/m^2	8 sheets	Copying of 6~8 sheets: 15 copies Copying of 5 sheets or less: 25 copies
	105g/m^2	8 sheets	Copying of 6~8 sheets: 15 copies Copying of 5 sheets or less: 25 copies

5. HOLE PUNCHING MODE

With the optional punching unit attached to the optional finisher (MJ-1019, MJ-1020), you can have your copies punched with holes.

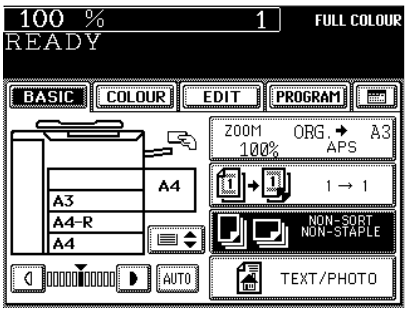
* The paper weight should be in the range of 64 to 256 g/m^2. Special paper such as OHP films or labels is excluded.

1 **Place paper in the cassette(s).** ► Page 2-4

- When using this mode in bypass copying (► Page 6-5), be sure to specify the paper size.

2 **Place the original(s).** ► Page 2-9

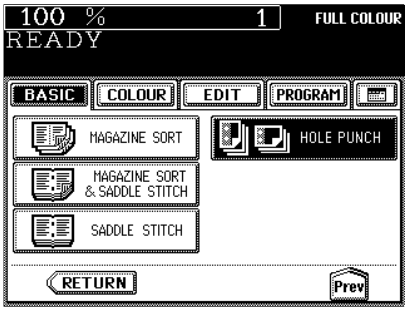
3 **Press the key on the basic screen as shown on the right (shaded).**



4 **Press the (HOLE PUNCH) key.**

- If the key for the desired function is not shown, press the (Next) key to switch the screen.

● Select other copy modes as required.



5 **Press the (◇ START) key.**

Tip

Number of punch holes and available paper sizes:
Since the number of punch holes and the distance between the holes vary depending on the country, purchase a punching unit that meets your requirements. (For details, consult your service technician.)

	Number of punch holes and hole diameter	Available paper sizes
Japan and most of Europe (MJ-6002E)	2 holes (6.5 mm dia.)	A3, A4, A4-R, B4, B5, B5-R, FOLIO
North America (MJ-6002N)	2/3 holes switchable (8.0 mm dia.)	2 holes: LG, LT-R 3 holes: LD, LT
France (MJ-6002F)	4 holes (6.5 mm dia.; 80 mm pitch)	A3, A4
Sweden (MJ-6002S)	4 holes (6.5 mm dia; 70, 21 mm pitch)	A3, A4, A4-R, B4, B5, B5-R, FOLIO

8. NETWORK SCANNING FUNCTION

(USING THE OPTIONAL PRINTER CONTROLLER)

1. Scanning the image data 8-2
   - Scan setting on the touch panel 8-2
   - Touch panel during scanning 8-9
2. Shutting down the power supply to the printer controller 8-10

1. SCANNING THE IMAGE DATA

Scan Setting on the Touch Panel

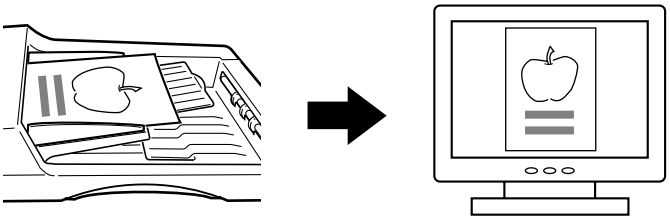
If the scanning function of the optional printer controller (GA-1120, GA-1130) is used, originals set on the reversing automatic document feeder (optional) or the original glass can easily be scanned as image data.
The scanned image data can be sent or stored to the destinations of 'mailbox', 'e-mail' and 'holdqueue'.
*See Chapter 5 for GA-1120 and Chapter 6 for GA-1130 in the Printing Guide (User Document CD-ROM) for how to scan the data to computers.
How to perform scan setting on the touch panel of the copier is described in this section.

Tips

- When the automatic function clear (►Page 1-4) works in the middle of setting, start setting again from step 2.
- Scanning cannot function during data outputting.

Scan setting

The direction of the original setting and the display on the screen of the personal computer
- The scanned original is stored counterclockwise by 90°.



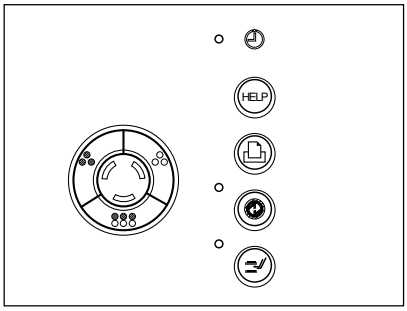
8

1 **Place the originals.** ► Page 2-9
- Maximum number of sheets that can be set on the optional reversing automatic document feeder. ► Page 2-9
- When setting originals on the glass, place the last page of the original first.
- If there is not enough space on the hard disc, the number of originals that can be scanned may be restricted.

Tip

The optional reversing automatic document feeder is convenient for consecutive scanning of more than one original.

2 Press the (PRINTER/NETWORK) key.

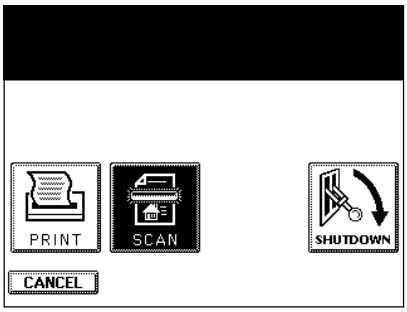


Tip

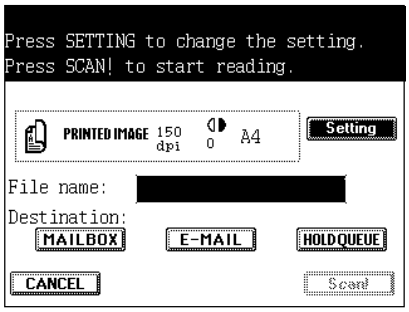
Pressing the (PRINTER/NETWORK) key again will return to the copier (basic) screen.

3 Select the (SCAN) key.

*(PRINT) key ► Page 1-5

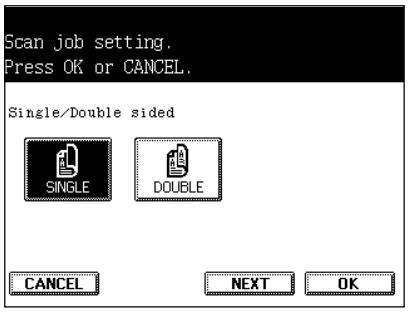


4 Press the (Setting) key.



5 Set the scanning conditions.

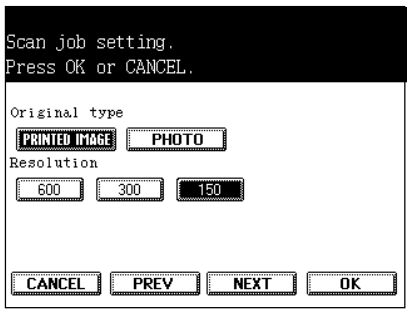
- Press the (PREV) and the (NEXT) keys to switch the screen and make necessary settings. After having completed all the settings, press the (OK) key.
- The screen on the right is for selecting a single side or double sides of the originals to be scanned.



Tip

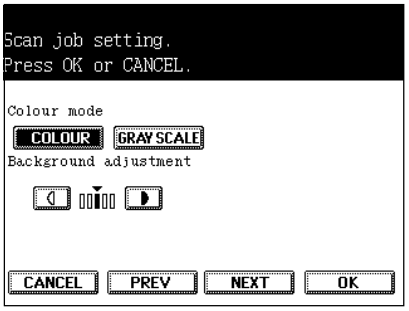
The shaded icons on the screen on the right are the default settings.

- The original type and resolution (dpi) of the scanned data can be set on the screen on the right.



Scan Setting on the Touch Panel (Cont.)

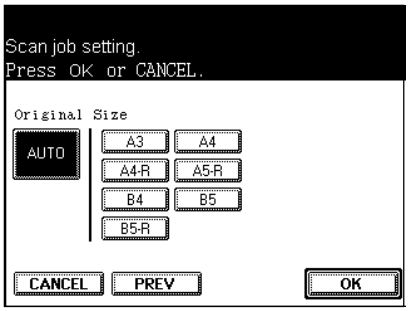
- The colour mode and background can be set on the screen on the right.



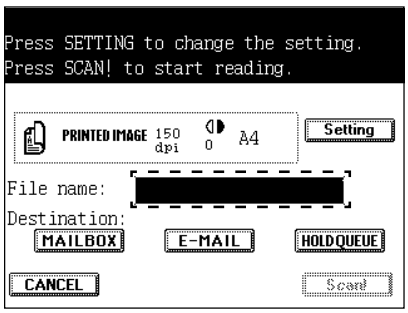
Tip

When both the (PHOTO) key of the original type and the (COLOUR) key of the colour mode are selected, the background setting becomes default.

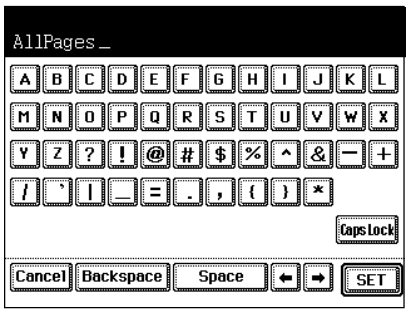
- The original size to be scanned can be set on the screen on the right.



6 Press the area [ ] as shown on the screen on the right to switch to the file name input screen.



7 Enter a file name within 8 letters using the alphabet (touch panel) and numbers (digital keys), then press the (SET) key.



- Use the following keys as necessary.
  - (◀)(▶) ...Press these keys to move the cursor.
  - (Space)...Press this key to enter a space.
  - (B Space)...Press this key to delete a letter before the cursor.
  - (Cancel)...Press this key to cancel entry of letters and go back to the screen in step 6.
  - (c Clear) (control panel)...Press this key to delete all letters.

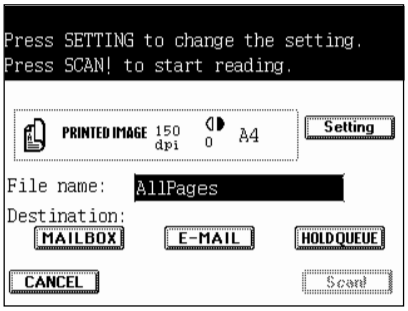
Tip

If you do not enter any file name here, the file name will automatically be assigned.

ex) 04 07 16 21. ***
MM DD HH MM extension

8 **Confirm the entered file name.**

- Perform steps 6 to 7 if any correction is required.



9 **Select the method for storing the image data (destination).**

- More than one destination is selectable at a time.
- There are the following 3 destinations.

  MAILBOX ► Page 8-5

  E-MAIL ► Page 8-6

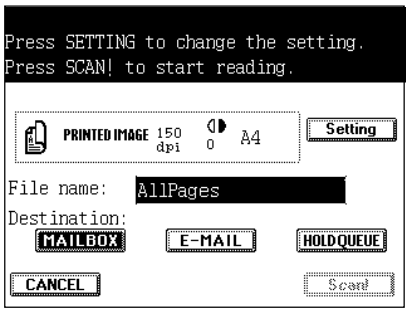
  HOLDQUEUE ► Page 8-8

Selecting MAILBOX

Stores the scanned data as a file in an arbitrary folder (mailbox) in the hard disc of the optional printer controller.

* See the Printing Guide (User Document CD-ROM) for how to retrieve the data.

10 **Press the MAILBOX key.**

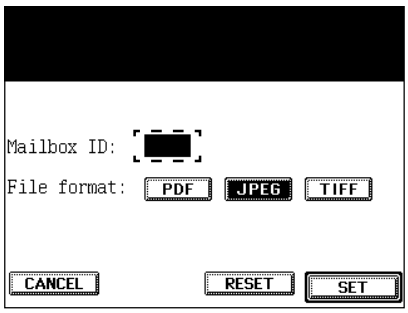


11 **Press the area [ ] as shown on the screen on the right, then enter the mailbox ID.**

- Key in 4 numbers between 0000 and 9999 with the digital keys on the control panel.

Tip

More than one scanned data with the same file names can be stored in the same mailbox ID. They are distinguished by scanned date and time.



Scan Setting on the Touch Panel (Cont.)

12 Select a file format (PDF , JPEG or TIFF), then press the SET key.

- The default setting is the JPEG format.

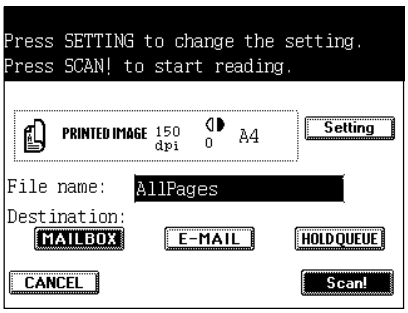
Tip

If the TIFF key is selected, it will be stored in 'TIFF6.0'format. Use the application supporting 'TIFF6.0' to open this file. At that time, change the file extension to (*.tif)

- If you want to store in 'E-mail' or 'holdqueue' as well, make settings for each destination before pressing the Scan! key.

13 Press the Scan! key(or the ◇START key on the control panel).

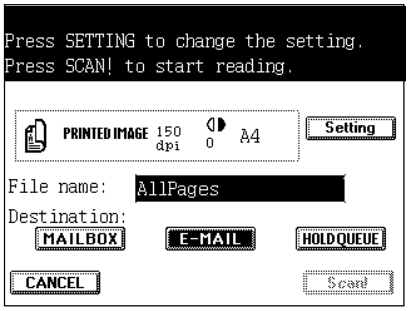
- Scanning starts.
- When the originals are set on the original glass, perform the operation on page 8-9 continually.



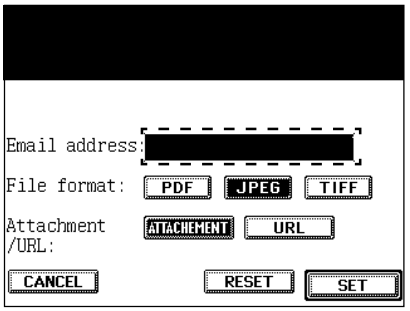
Selecting E-MAIL

Select this when transmitting the scanned data (or URL) by e-mail.

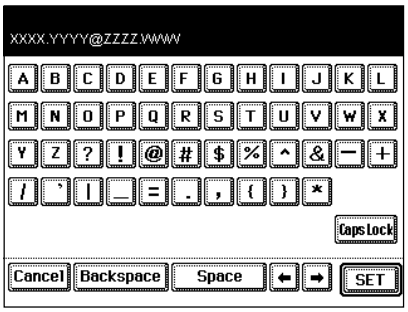
10 Press the E-MAIL key.



11 Press the area as shown on the right to switch to the e-mail address input screen.



12 **Enter the e-mail address using the alphabet (touch panel) and numbers (digital keys), then press the SET key.**



- For one address, 80 letters can be entered at a maximum.
  For 2 addresses or more, 128 letters (including ',') can be entered at a maximum in total.
- Use the following keys as necessary.
  ◀ ▶ ...Press these keys to move the cursor.
  Space ...Press this key to enter a space.
  B Space ...Press this key to delete a letter before the cursor.
  Cancel ...Press this key to cancel entry and go back to the screen in step 11.
  c Clear (control panel)...Press this key to delete all letters.

13 **Confirm the entered e-mail address.**

- Perform steps 11 to 12 if any correction is required.

14 **Select a file format (PDF , JPEG or TIFF).**

- The default setting is the JPEG format.

15 **Select an attachment format (ATTACHMENT or URL), then press the SET key.**

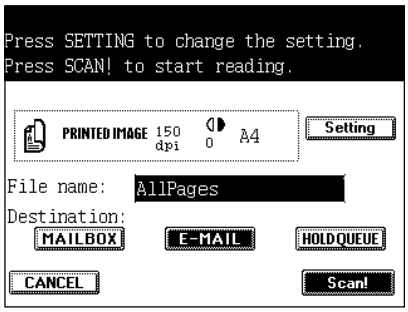
- ATTACHMENT ...Attaches the scanned image data to the e-mail and sends them to the set mail address from the printer controller. However, if the mail sever capacity for 'ATTACHMENT' (the initial setting is 1MB when setting the machine) is exceeded, it is automatically changed to 'URL' and sent.
- URL ...Sends the mail with the URL address where the scanned image data are stored.

● If you want to store in 'mailbox' or 'holdqueue' as well, make settings for each destination before pressing the Scan! key.

Scan Setting on the Touch Panel (Cont.)

16 Press the [Scan!] key (or the [◇START] key on the control panel).

- Scanning starts and the image data are transmitted to the entered mail address after the scanning operation has been completed.
- When the originals are set on the original glass , perform the operation on page 8-9 continually.



Tips

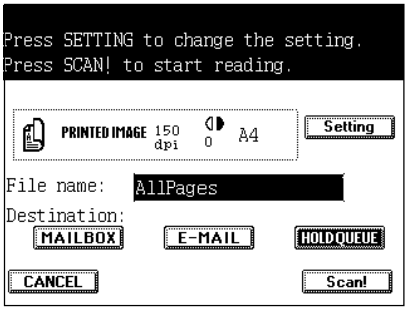
- The volume of the high-resolution image data may be very large. When selecting [ATTACHMENT], be careful not to exceed the mail server capacity of both the transmitter and the receiver.
- When changing the sender's address or the mail server capacity, etc., refer to the Operator's Manual for the Printer Controller (User Document CD-ROM).

Selecting HOLDQUEUE

If you want to use the scanned data at the 'Command Workstation™' or 'WebSpooler™', select the [HOLDQUEUE] key.

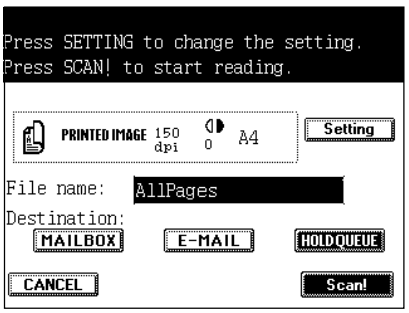
10 Press the [HOLDQUEUE] key.

- If you want to store in the 'Mailbox' or 'E-mail' as well, make the settings for each destination before pressing the [Scan!] key.



11 Press the [Scan!] key (or the [◇START] key on the control panel).

- Scanning starts.
- When the originals are set on the original glass continually, perform the operation on page 8-9.

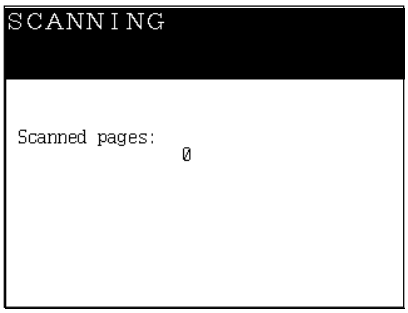


Touch Panel during Scanning

When Using the Optional Reversing Automatic Document Feeder

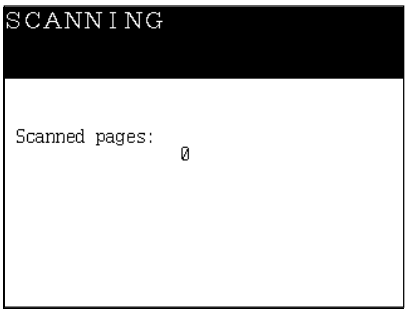
1 **The screen is switched as shown on the right during scanning, and the number of pages that have already been scanned is displayed.**

- The screen automatically returns to the copy (basic) screen after scanning has been completed.



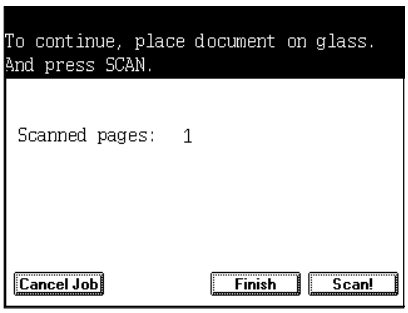
When Placing an Original on the Glass

1 **The screen is switched as shown on the right during scanning.**



2 **The screen returns as shown on the right after scanning has been completed.**

- If there are more originals, place them and press the (Scan!) key.
- Press the (Finish) key when the last original has been scanned. The screen automatically returns to the copy (basic) screen.



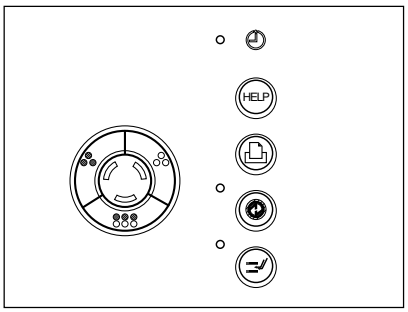
Tip

To stop scanning operation, press the (Cancel Job) key.

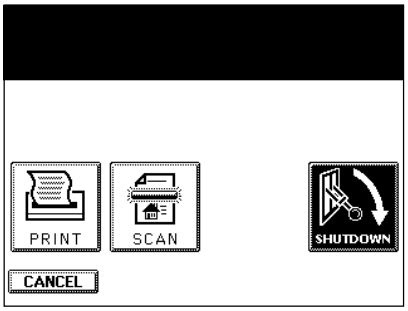
2. SHUTTING DOWN THE POWER SUPPLY TO THE PRINTER CONTROLLER

If the optional internal printer controller (GA-1120) is installed, be sure to shut down the power supply to the printer controller before turning the power switch of the copier OFF.

1 **Press the (PRINTER/NETWORK) key.**

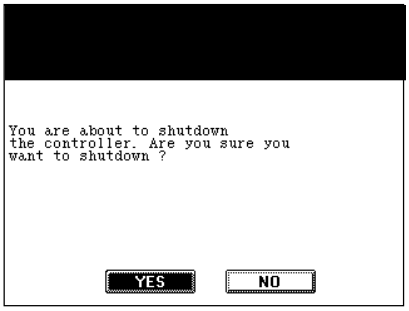


2 **Press the (SHUTDOWN) key.**



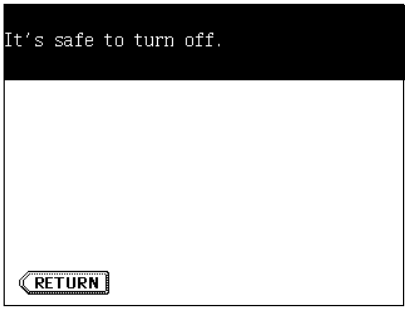
3 **Press the (YES) key.**

- The message “Shutdown in progress” appears.



4 **The power supply to the printer controller is shut down when the screen on the right appears.**

- Be sure to turn the power of the copier OFF after the screen on the right appears.
- Pressing the (RETURN) key or the (PRINTER/NETWORK) key on the control panel returns to the basic screen.



Tip

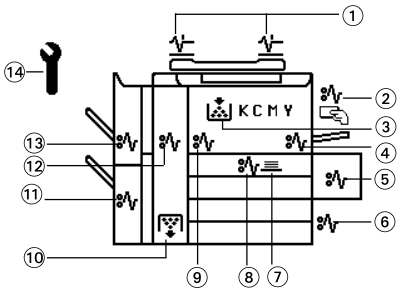
If you want to reboot the printer controller, turn OFF the power switch of the copier, and then turn it back ON again.

9. WHEN THE GRAPHIC SYMBOLS FLASH ON THE TOUCH PANEL

1. Description of the flashing graphic symbols 9-2
2. Add paper symbol 9-3
   - Adding paper to the cassettes 9-3
   - Adding paper to the large-capacity feeder (optional) 9-4
3. Replace toner cartridge symbol 9-5
4. Replace toner bag symbol 9-7
5. Clear paper symbol 9-9
   ① Reversing automatic document feeder (optional) 9-9
   ② Cassette feeding area 9-10
   ③ Large-capacity feeder (optional) 9-11
   ④ Bypass feed unit 9-12
   ⑤ Inside of the copier 9-12
   ⑥ Automatic duplexer (optional) 9-15
   ⑦ Hole punch unit (optional) 9-17
   ⑧ Finisher (optional) 9-18
   ⑨ Saddle stitch unit (optional) 9-19
6. Adding staples (optional) 9-21
7. Removing jammed staples (optional) 9-25
8. Clearing accumulated punched paper bits (optional) 9-27
9. Call service symbol 9-28
10. Periodic maintenance message 9-29

1. DESCRIPTION OF THE FLASHING GRAPHIC SYMBOLS

The graphic display on the touch panel shows the status of the copier. When one of the graphic symbols flashes, take the appropriate action referring to the page shown.



① CHECK ORIGINALS symbol
Flashes when an original misfeed occurs inside the reversing automatic document feeder (optional). ► Page 9-9

② BYPASS MISFEED symbol
Flashes when a sheet of paper fails to be fed into the copier during bypass copying. ► Page 9-12

③ REPLACE TONER CARTRIDGE symbol
Flashes when the toner cartridge runs out of toner. ► Page 9-5

④ PAPER PATH MISFEED symbol
Flashes when a paper misfeed occurs on the paper path inside the copier. ► Page 9-12

⑤ LARGE-CAPACITY FEEDER MISFEED symbol
Flashes when paper fed from the large-capacity feeder (optional) is misfed. ► Page 9-11

⑥ CASSETTE MISFEED symbol
Flashes when paper fed from one of the cassettes is misfed. ► Page 9-10

⑦ STACK symbol
Flashes when sheets of paper copied on one side are stacked in the automatic duplexer (optional) during duplex copying (this flashing does not indicate a paper jam). This symbol also flashes when sheets of paper are left in the duplexer. In this case, remove the paper from the duplexer.
► Page 9-16

⑧ DUPLEXER MISFEED symbol
Flashes when a paper misfeed occurs inside the automatic duplexer (optional). ► Page 9-15

⑨ TRANSFER BELT MISFEED symbol
Flashes when a misfeed occurs on the transfer belt. ► Page 9-13

⑩ REPLACE TONER BAG symbol
Flashes when the toner bag becomes full of used toner. ► Page 9-7

⑪ SADDLE STITCH UNIT MISFEED symbol
Flashes when a paper misfeed occurs inside the saddle stitch unit. ► Page 9-19

⑫ FUSER MISFEED symbol
Flashes when a paper misfeed occurs in the fuser unit. ► Page9-14

⑬ FINISHER/PUNCHING UNIT MISFEED symbol
Flashes when a paper misfeed occurs inside the finisher (optional) or the hole punch unit (optional). ► Page 9-17, 9-18

⑭ CALL SERVICE symbol
Flashes when inspection and maintenance by a service technician become necessary. ► Page 9-28

2. ADD PAPER SYMBOL

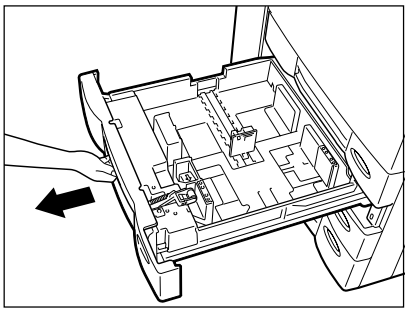
Adding Paper to the Cassettes

When the paper supply in the selected cassette or the large-capacity feeder (optional) runs out, the cassette or large-capacity feeder shown on the display flashes, and the following message appears:

Add paper

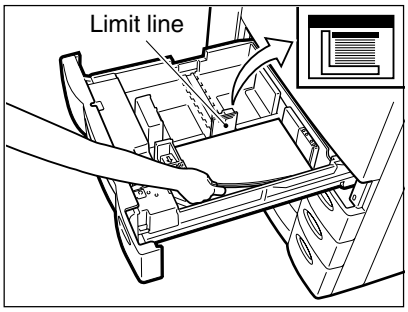
Add paper as follows.

1 **While pulling up the cassette grip, draw out the cassette carefully until it comes to a stop.**



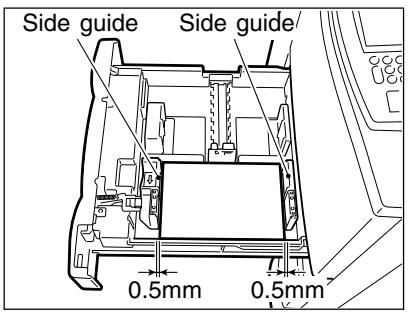
2 **Place paper in the cassette.**

- Maximum number of sheets that can be set ► Page 2-4
- Fan the paper well before placing it in the cassette.
- Do not add paper above the line indicated on the guide.
- Do not use creased, folded, wrinkled or damp sheets of paper.



Note

Make sure that a gap of approx. 0.5 mm (less than 1 mm in total) is left between the paper and the side guide. If there is no gap, this would cause paper misfeeding.

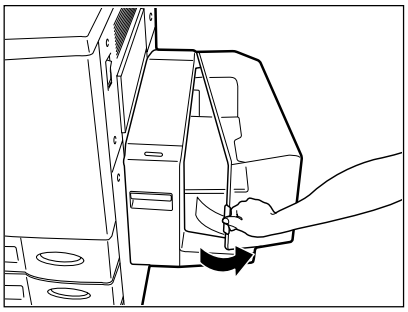


3 **Push the cassette straight in until it comes to a stop.**

- Be sure to push the cassette fully in.

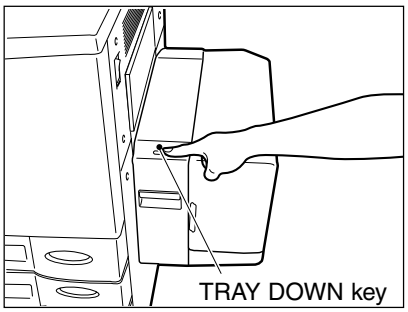
Adding Paper to the Large-Capacity Feeder (optional)

1 **Open the cover of the large-capacity feeder (optional).**



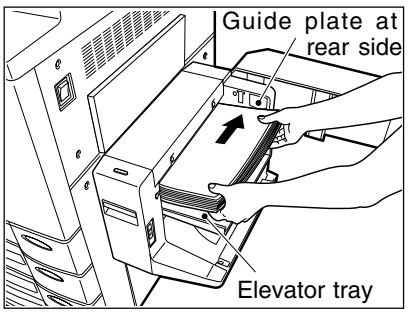
Tip

If you want to add paper because the paper supply has become low, press the TRAY DOWN key before opening the cover. The elevator tray will automatically move down and stop.



2 **Place paper in the large-capacity feeder.**

- Maximum number of sheets that can be set ► Page 2-4
- Fan the sheets well and make sure that all of them are placed neatly aligned against the guide plates at the rear side on the elevator tray. It may cause image skewing if a gap is left between the set paper and the guide plates at the rear side.
- Do not add paper above the line indicated on the guide.
- Do not use creased, folded, wrinkled or damp sheets of paper.



3 **Close the cover of the large-capacity feeder (optional).**

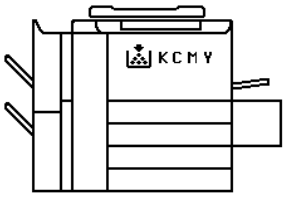
- Close the cover completely. The elevator tray automatically moves up to the paper feeding position.

9

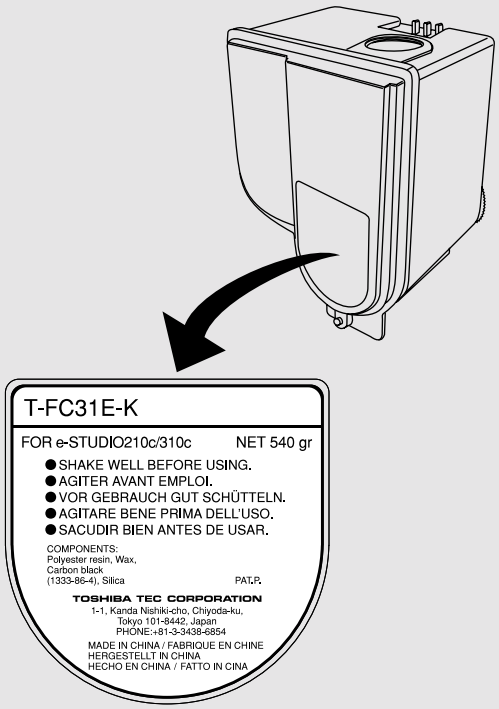
3. REPLACE TONER CARTRIDGE SYMBOL

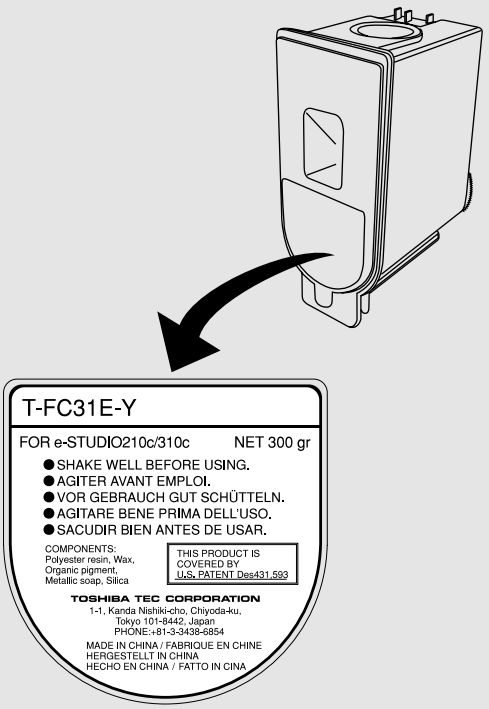
When the toner cartridge runs out of toner, the REPLACE TONER CARTRIDGE symbol and a letter showing the corresponding toner colour flash, and the following message appears:

Install new ****** toner cartridge Press HELP

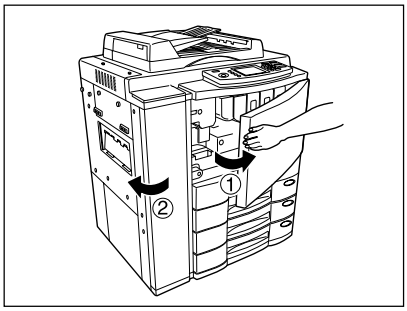


Here at Toshiba dependable high quality image output is what we do. By using genuine Toshiba toners you can ensure that you are not only receiving quality output but also output that is friendly to mother earth and human beings.



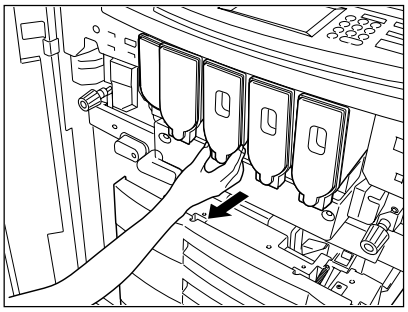


1 **Open the front covers in the order of ① to ②.**



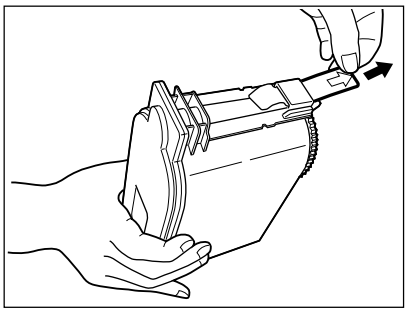
2 **Grasping the holder of the toner cartridge, slide the cartridge along the rail toward you and remove it.**

- Please return the used toner cartridges to your service technician.



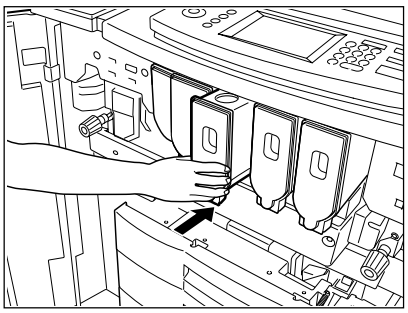
3 **Shake the new toner cartridge to the right and left 5 or 6 times to loosen the toner inside.**

4 **Pull out the seal in the direction of the arrow as shown on the right.**



5 **Grasping the holder of the new toner cartridge, push it along the rail fully back into the copier.**

- If the toner scatters, wipe it completely off.



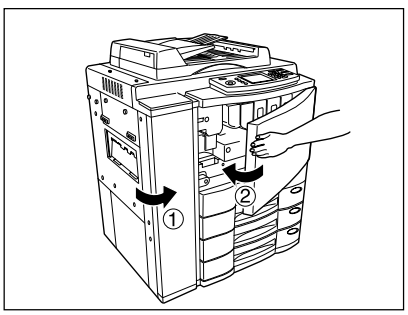
6 **Close the covers in the order of ① to ②.**

- The following message appears:

Wait adding toner

The copier automatically starts supplying toner.

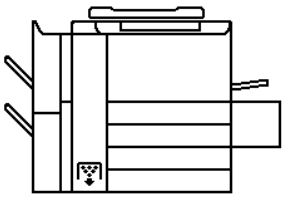
- When the toner has finished being supplied, the touch panel returns to the Basic menu. (It takes approx. 4 or 5 minutes until the toner has finished being added.)



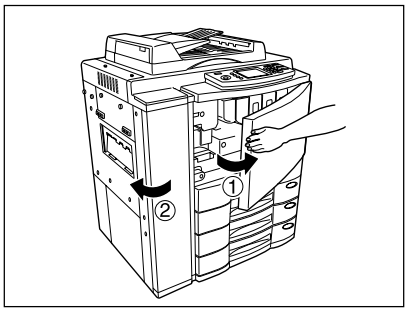
4. REPLACE TONER BAG SYMBOL

When the toner bag becomes full of used toner, the REPLACE TONER BAG symbol flashes, and this message appears:

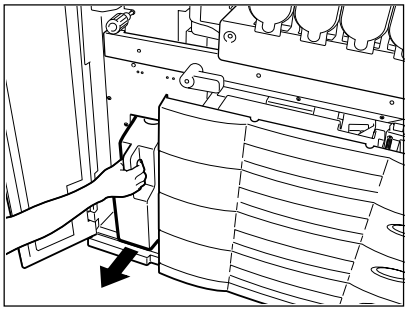
Dispose of used toner Press HELP



1 **Open the front covers in the order of ① to ②.**

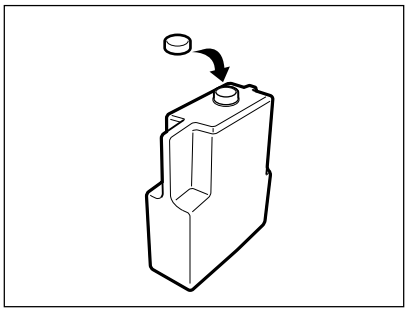


2 **Remove the used toner bag from the copier in the direction of the arrow.**

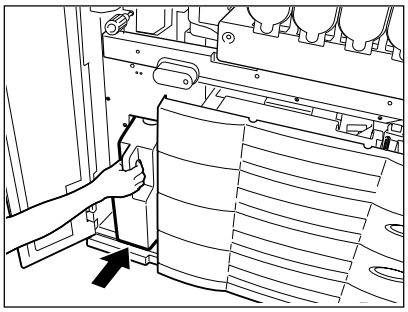


3 **Close the used toner bag.**

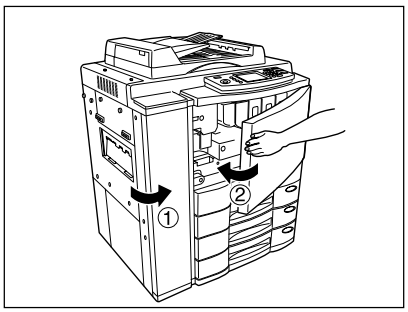
- The cap is provided on the used toner bag.
- Please return all used toner bags to your service technician.



4 **Set the new toner bag in the copier.**



5 **Close the covers in the order of ① to ②.**



5. CLEAR PAPER SYMBOL

When a paper misfeed occurs in the copier, the CLEAR PAPER symbol flashes in the positions where the paper is misfed. If or symbol of ① - ⑥ flashes, the following message will appear:

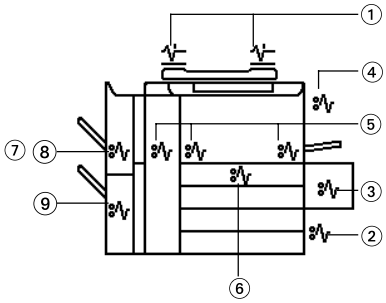
Misfeed in copier Press HELP

If any of ⑦ - ⑨ flashes, the following message will appear:

Misfeed in finisher

Refer to the diagram shown on the right and remove the misfed paper as follows.

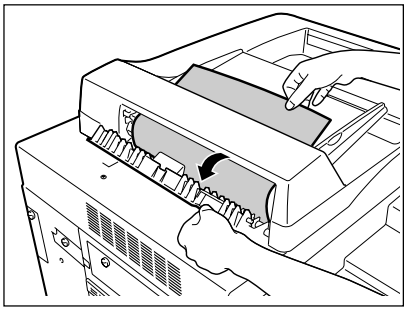
* After having removed the misfed paper, return the copier to its original condition by performing the procedure in reverse.



① Reversing Automatic Document Feeder (optional)
② Cassette Feeding Area
③ Large-Capacity Feeder (optional)
④ Bypass Guide
⑤ Inside of the Copier
⑥ Automatic Duplexer (optional)
⑦ Hole Punch Unit (optional)
⑧ Finisher (optional)
⑨ Saddle Stitch Unit (optional)

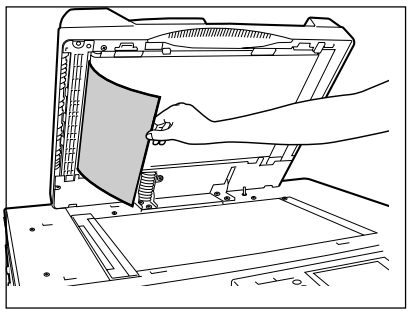
① Paper Misfeed in the Reversing Automatic Document Feeder (optional)

1 Open the feed-side cover and remove any misfed originals.

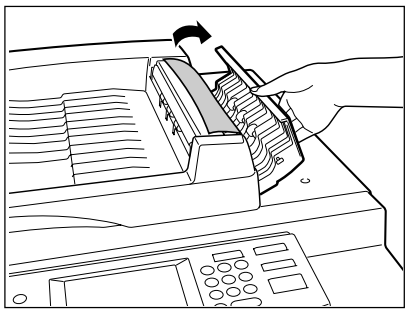


2 Raise the automatic document feeder and remove any misfed originals.

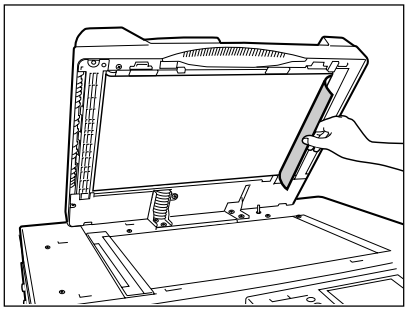
- If any original is left on the glass, remove it.



3 **Open the exit-side cover and remove any misfed originals.**



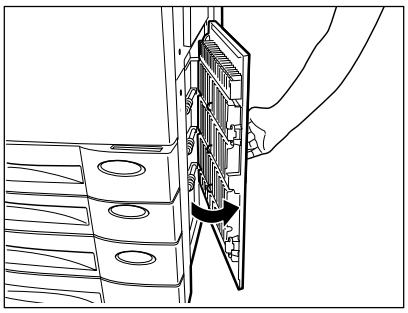
4 **Raise the automatic document feeder and remove any misfed paper.**



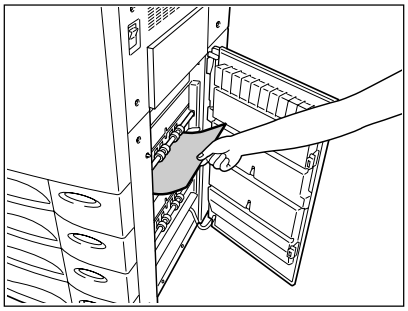
② Paper Misfeed in the Cassette Feeding Area

1 **Open the cover.**

- Holding the handle, open the cover slowly.



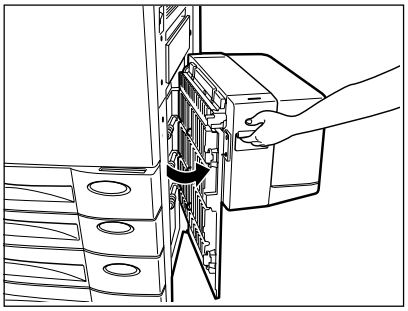
2 **Remove any misfed paper.**



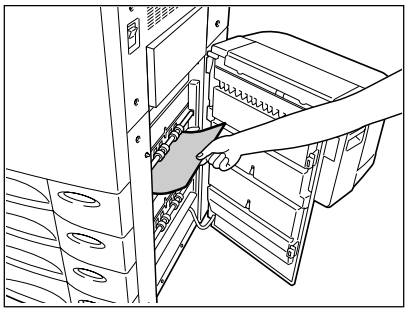
③ Paper Misfeed in the Large-Capacity Feeder (optional)

1 **Open the large-capacity feeder.**

- Holding its handle as shown, lift it to unlock it and open the feeder slowly away from the copier.

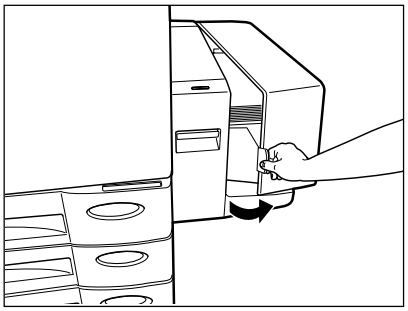


2 **Remove any misfed paper.**

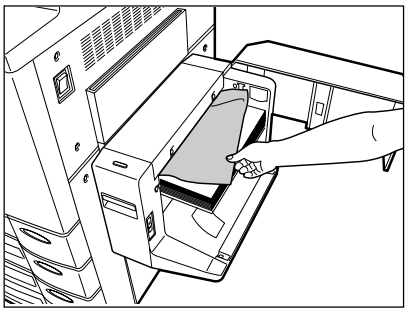


3 **Close the large-capacity feeder slowly and fully.**

4 **Open the large-capacity feeder cover slowly.**



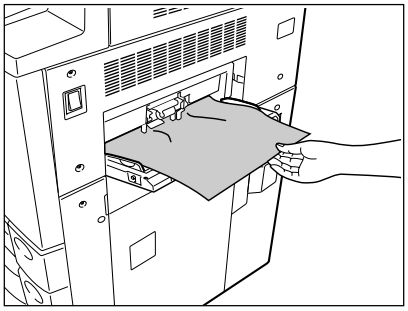
5 **Remove any misfed paper.**



④ Paper Misfeed on the Bypass Guide

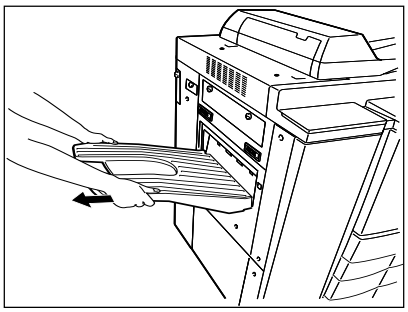
1 **Pull out any misfed paper on the bypass guide.**

- Reset the sheets of paper on the bypass guide.

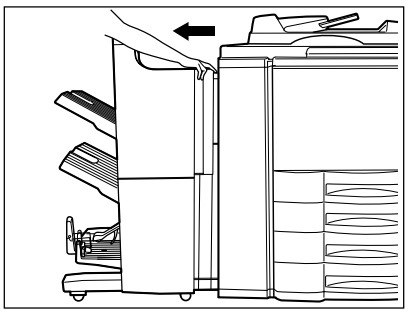


⑤ Paper Misfeed inside of the Copier

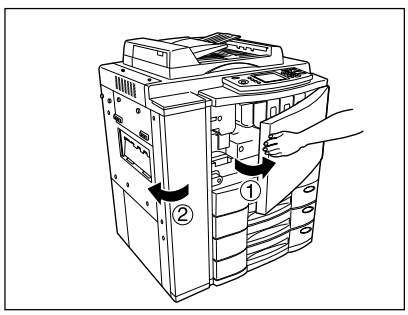
1 **Remove the copy receiving tray.**



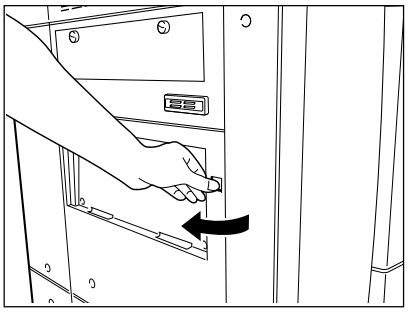
- If a finisher (optional) is attached, first pull it away slowly from the copier by pushing the release lever.



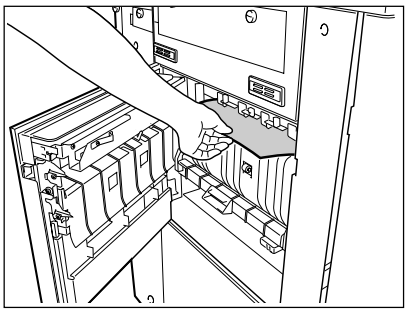
2 **Open the front covers in the order of ① to ②.**



3 **Open the exit cover.**

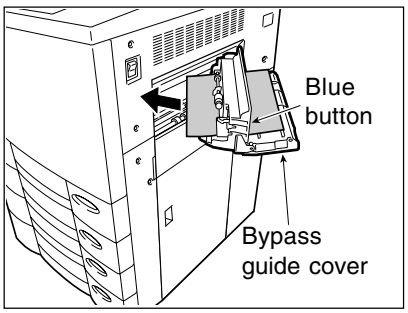


4 **Remove any misfed paper.**

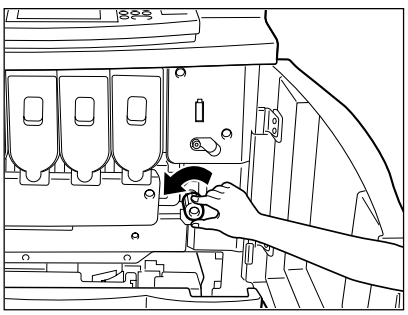


5 **Open the bypass guide.**

- Open the bypass guide cover, press the blue button and open the bypass guide.
- Remove any misfed paper.

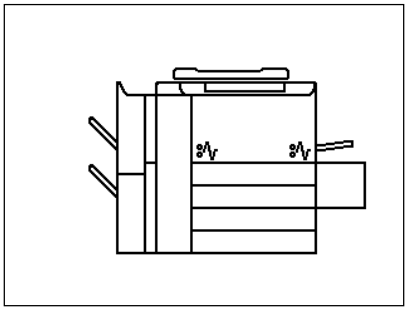


6 **Turn the knob near the entrance of the transfer belt unit in the direction of the arrow (anticlockwise) to send any paper to the transfer belt.**

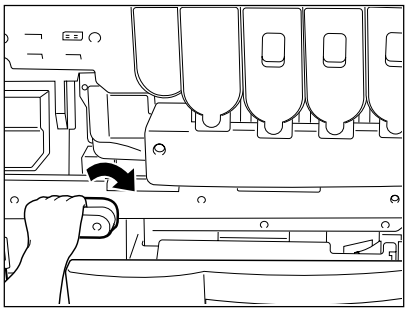


Tip

If the CLEAR PAPER symbol flashes as shown on the right, be sure to carry out step 6. If this action is not sufficient, the paper may be torn or be left in the copier.



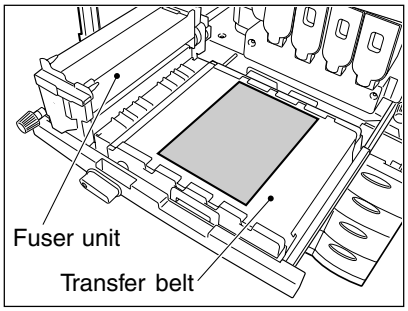
7 **Turn the knob in the direction of the arrow (clockwise) and pull out the transfer belt unit.**



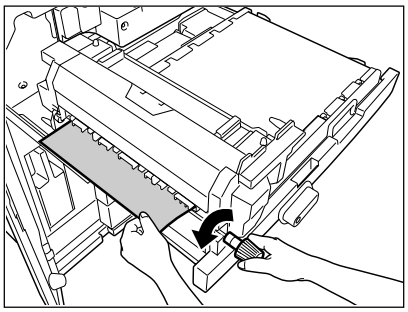
8 **Remove any misfed paper on the transfer belt.**

Caution

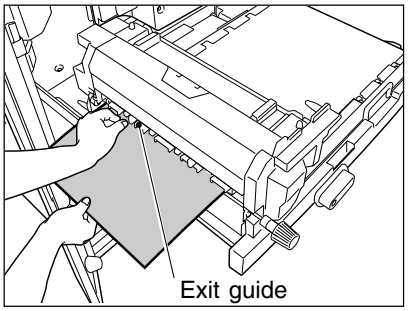
Do not touch the transfer belt. Touching it may cause image failure.



9 **If the misfed paper is gripped between the rollers, remove it by rotating the lever in the direction shown.**

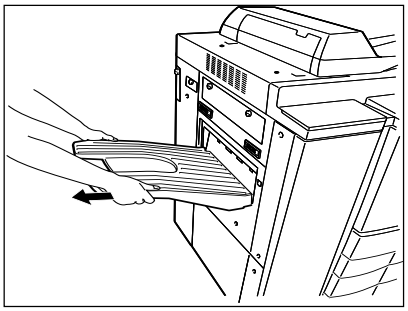


10 **If the misfed paper cannot be removed in step 9, raise the exit guide of the fuser unit and remove it.**

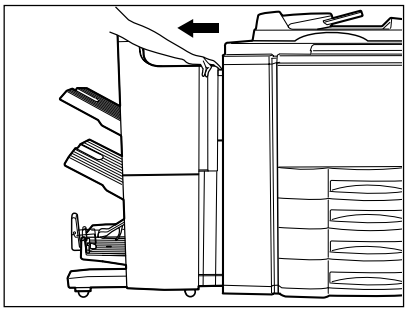


⑥ Paper Misfeed in the Automatic Duplexer (optional)

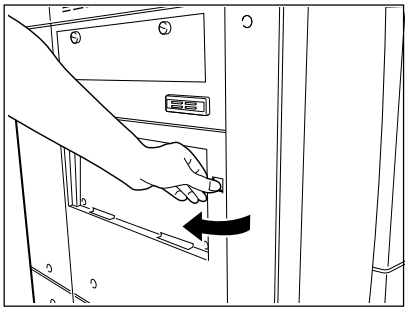
1 **Remove the copy receiving tray.**



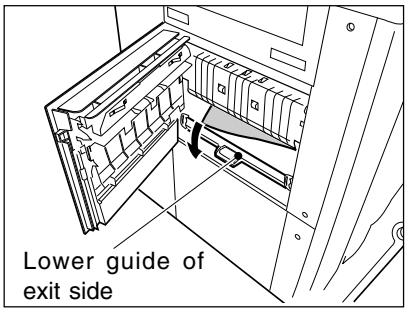
- If a finisher (optional) is attached, first pull it away slowly from the copier by pushing the release lever.



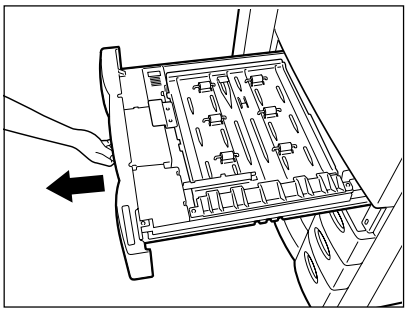
2 **Open the exit cover.**



3 **Put down the lower guide of the exit side and remove any misfed paper.**

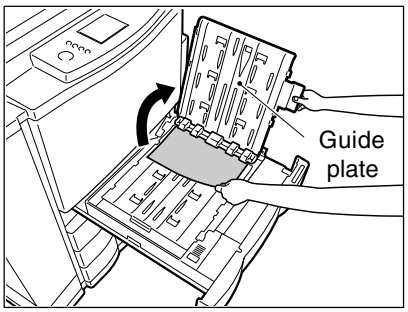


4 **Pull out the automatic duplexer slowly until it comes to a stop.**



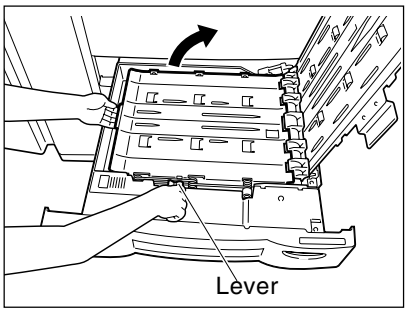
5 **Holding the handle of the upper guide plate, lift it slowly until it comes to a stop. Remove any misfed paper.**

- Be careful not to have the guide plate drop.

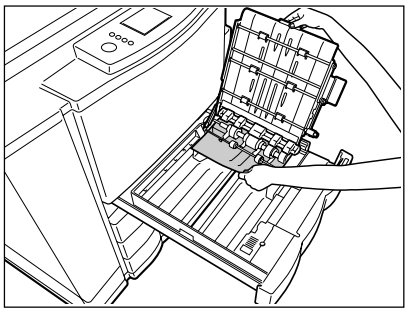


6 **Push the lever to lift the lower guide plate.**

- Make sure that the guide plate is latched to prevent it from dropping.

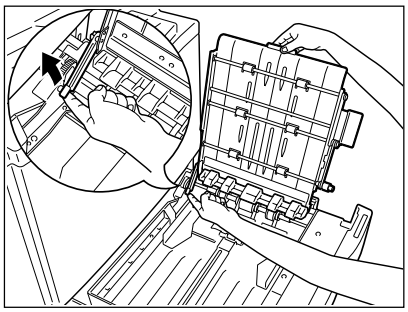


7 **Remove any misfed paper.**



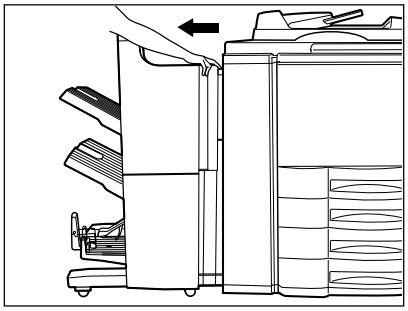
Tip

To close the lower guide plate, hold its handle with your right hand and lift the lever up to unlatch it with your left hand. Then put it down slowly.

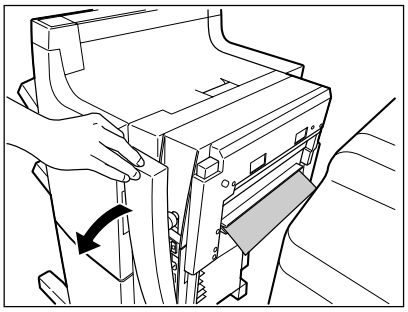


⑦ Paper Misfeed in the Hole Punch Unit (optional)

1 **Push the release lever and pull out the finisher slowly away from the copier.**

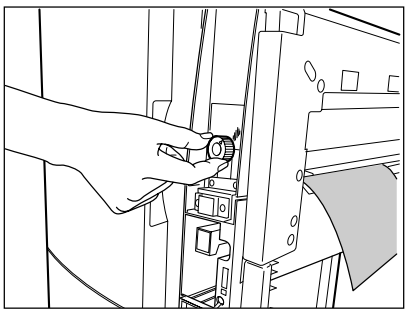


2 **Open the cover of the hole punch unit.**



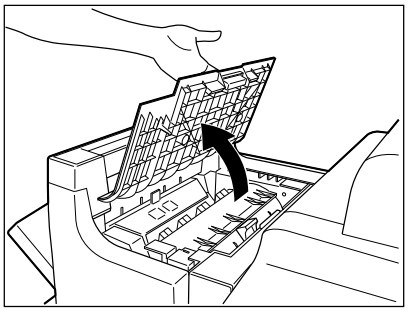
3 **Rotate the blue knob to locate the arrow within the ////// area on the label.**

- Under this condition, the punchers are up, allowing the paper shown in the figure to be removed.

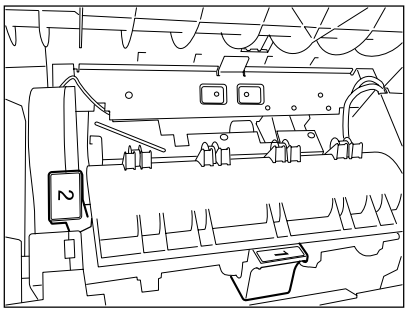


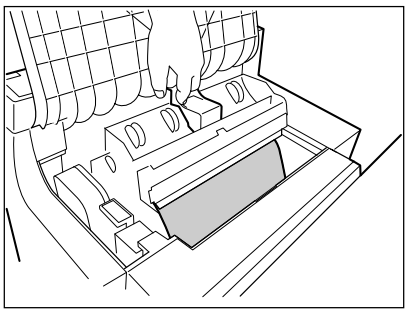
⑧ **Paper Misfeed in the Finisher (optional)**

1 **Open the upper finisher cover.**

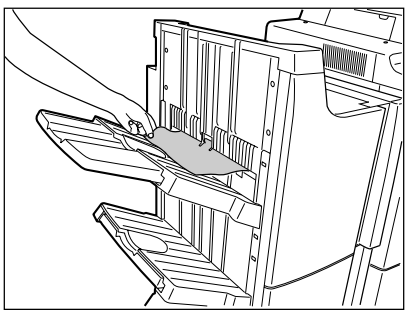


2 **Lift knob ① or knobs ① and ②, then remove any misfed paper.**



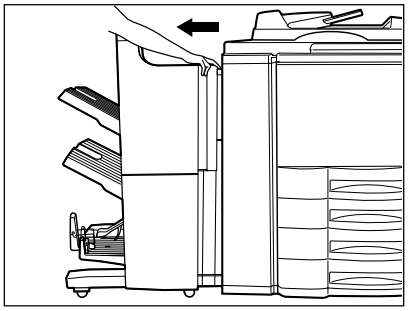


3 **Remove any misfed paper in the paper exit area.**

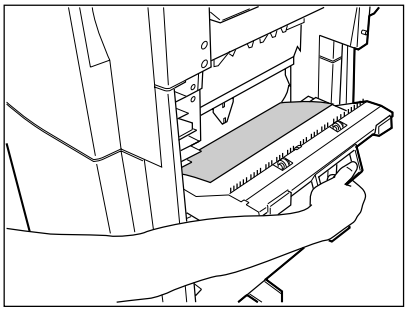


⑨ Paper Misfeed in the Saddle Stitch Unit (optional)

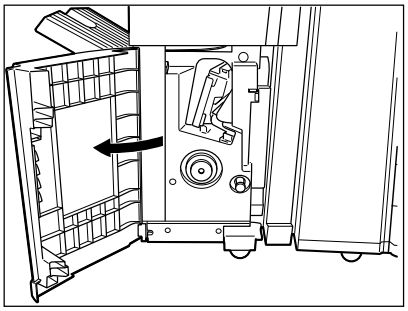
1 **Push the release lever and move the finisher away from the copier.**



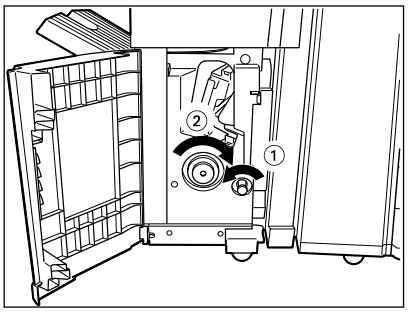
2 **Open the entrance cover of the saddle stitcher and remove any misfed paper.**



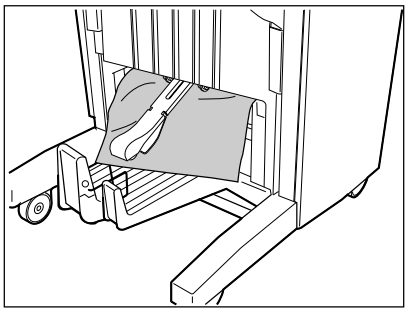
3 **Open the lower cover of the finisher.**



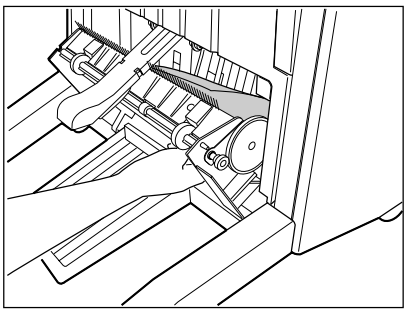
4 **Turn the right-hand knob ① anticlockwise. Then push the left-hand knob ② and turn it clockwise.**



5 **Remove any paper misfed on the exit side of the saddle stitcher.**



6 **Open the exit cover of the saddle stitcher and remove any misfed paper.**



6. ADDING STAPLES (OPTIONAL)

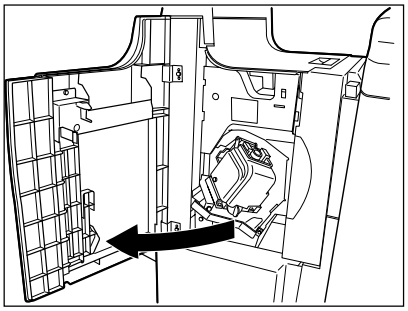
When the staple cartridge runs out of staples, the following message appears:

Set staple cartridge

Add staples to the cartridge according to the procedure below.

Finisher

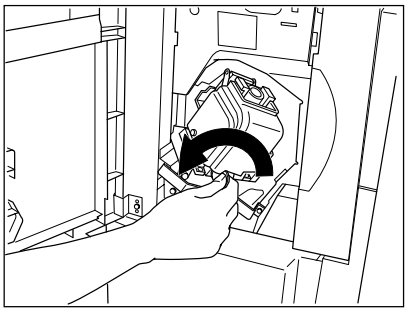
1 **Open the front cover of the finisher.**



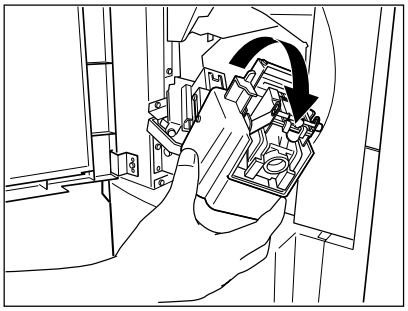
2 **Close the front cover of the finisher, and about 10 seconds later, open it again.**

- The stapler unit has moved to its specified position.
- Do not move the stapler unit without performing the above procedure, or it will be broken.

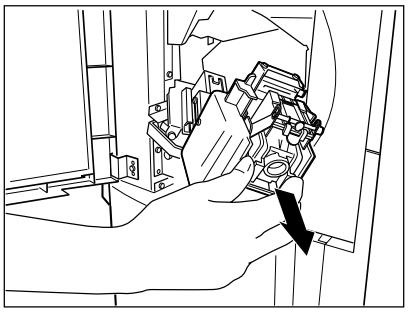
3 **Turn the blue lever 90 degrees to the left and pull out the stapler unit.**



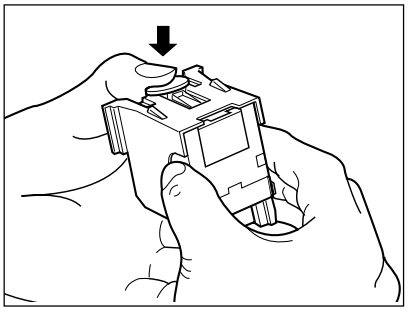
4 **Pull up the stapler unit.**



5 **Pull out the staple cartridge.**

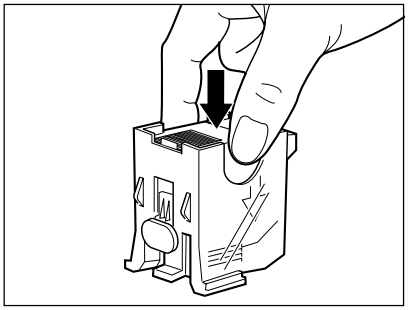


6 **Push down the green lever and take out the empty staple case.**

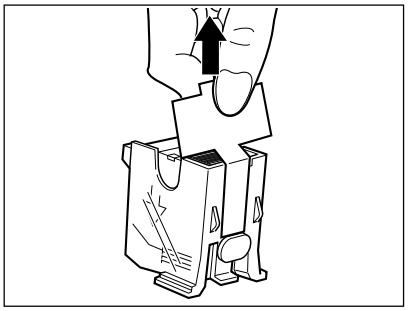


7 **Push in a new staple case into the staple cartridge completely inside until a click is heard.**

- Do not remove the seal holding the staples before the staple case is set in the cartridge.

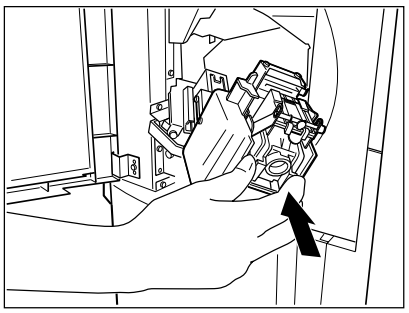


8 **Pull out the seal which holds the staples horizontally.**

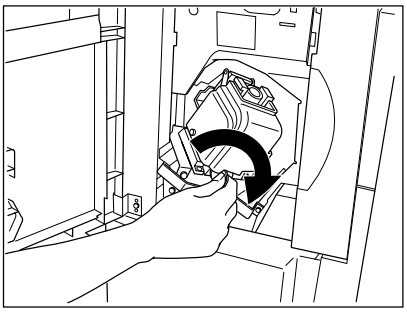


9 **Return the staple cartridge to its original position.**

- Insert the cartridge until it is caught by the hook and fixed with a click sound.

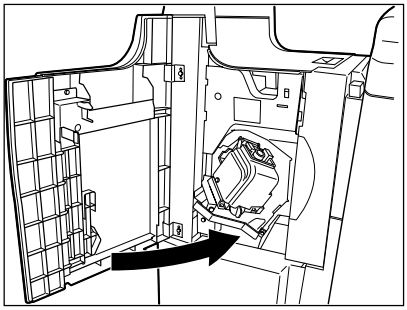


10 **Reinstall the stapler unit in its previous position and turn the blue lever 90° to the right to latch the stapler unit.**



11 **Confirm that the finisher is attached to the copier, and that the paper size is set to any size other than A5-R or B5-R.**

- Test stapling cannot be performed when only A5-R or B5-R paper is available.



12 **Close the front cover of the finisher. Test stapling is then automatically performed on a blank sheet.**

- This operation is performed to avoid empty stapling.

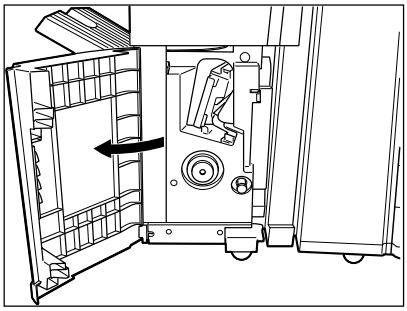
Note

If test stapling fails to be performed and the following message remains displayed, repeat the above procedure from steps 1 to 12.

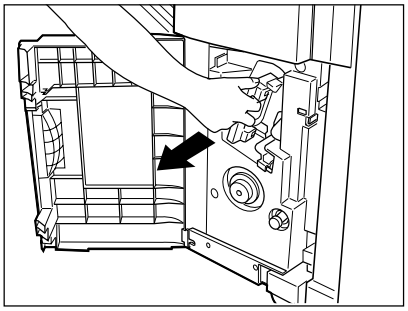
Set staple cartridge

Saddle Stitch Unit (MJ-1020 only)

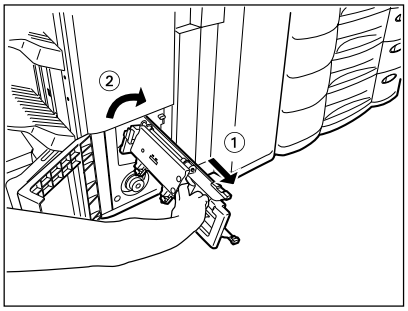
1 **Open the lower cover of the finisher.**



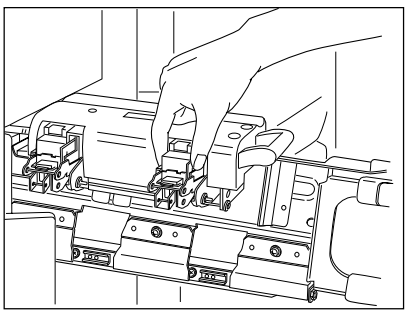
2 **Slide out the saddle stitch unit carefully toward the front.**



3 **Pull out the grip of the saddle stitch holder (①) toward you and turn it (②) 90° clockwise in the direction of the arrow.**



4 **Remove the empty staple case and set a new one.**
- Replace both staple cases with new ones.
- Do not remove the seal holding the staples before the staple case is set in the cartridge.



5 **Return the saddle stitch holder and the saddle stitching unit to their respective original positions.**

6 **Make sure that the finisher is attached to the copier firmly and that A3, B4 or A4-R size paper is set in the copier.**
- If one of the above paper sizes is not set, test stapling cannot be performed.

7 **Close the lower cover of the finisher. Test stapling is then automatically performed on a blank sheet.**
- This operation is carried out to avoid empty stitching.

Note

If test stapling fails to be performed and the following message remains displayed, repeat the above procedure from steps 1 to 7.

Set staple cartridge

7. REMOVING JAMMED STAPLES (OPTIONAL)

When copies have not been stapled in the staple mode, and if the following message is shown on the display:

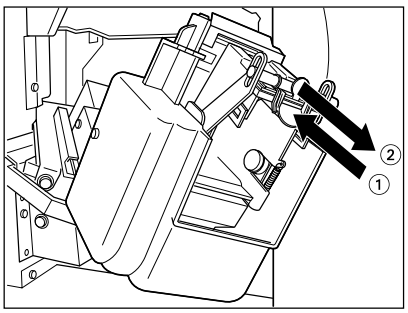
Examine stapler

staples have been jammed. Remove them as described below.

Finisher

1 **Perform steps 1 to 5 of the procedure for "6. ADDING STAPLES Finisher"**(► Page 9-21)**.**

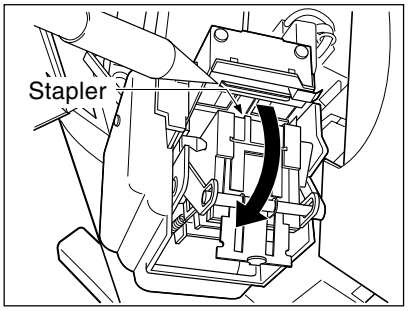
2 **While pushing the blue lever (①), pull out the staple guide with the knob (②).**



3 **Remove any jammed staples using your fingertip or something sharp.**

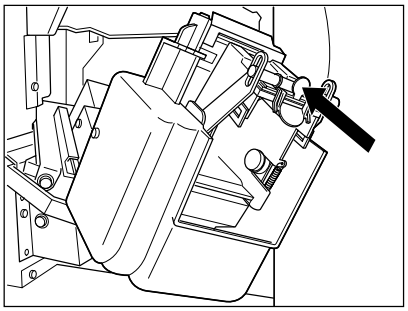
Caution

Do not touch the stapler.



4 **Holding the knob, reinstall the staple guide in its previous position.**

- To continue to the next steps ► Page 9-22 (steps 9 to 12)

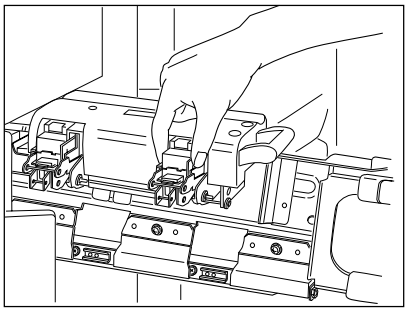


9

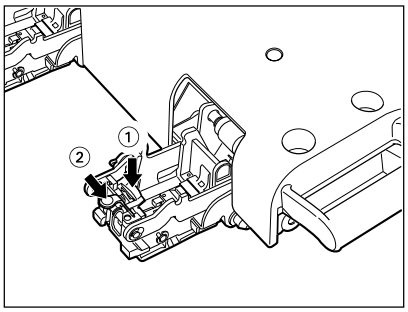
Saddle Stitch Unit (MJ-1020 only)

1 **Perform steps 1 to 3 of the procedure for "6. ADDING STAPLES Saddle Stitch Unit "(► Page 9-23).**

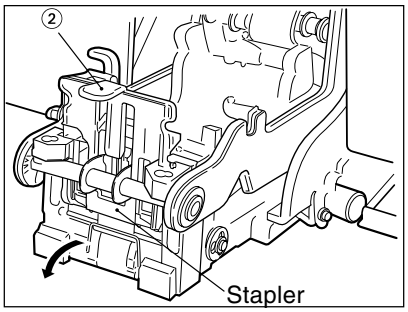
2 **Remove the empty staple case.**



3 **While pushing down on the lever ①, pull up the knob ②.**

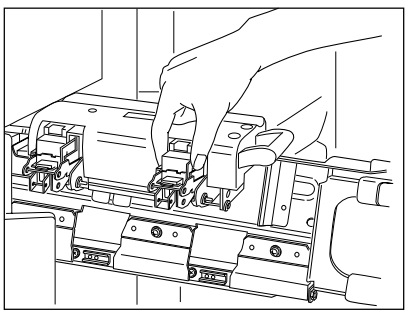


4 **Remove any jammed staples, and then return the knob ② to its original position.**



5 **Return the staple case to its original position.**

- To continue to the next steps ► Page 9-24 (steps 5 to 7)



9

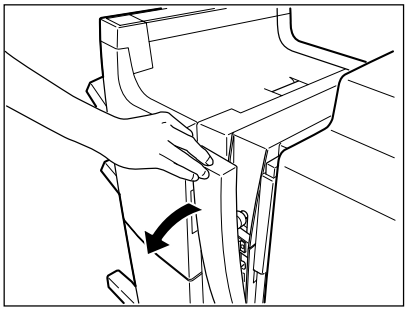
8.CLEARING ACCUMULATED PUNCHED PAPER BITS (OPTIONAL)

When paper bits punched from copies have accumulated to a certain level, the following message appears.

Please Dispose of Hole Punch Dust

Dispose of the paper bits as described below.

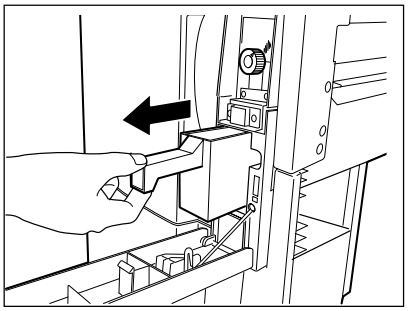
1 **Open the cover of the hole punch unit.**



2 **Holding the black handle, slide out the case containing the paper bits, and dispose of them properly.**

3 **Return the waste case to its original position.**

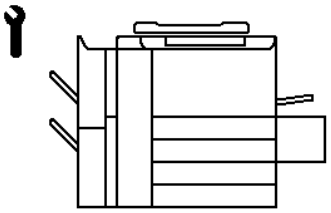
4 **Close the cover of the hole punch unit.**



9. CALL SERVICE SYMBOL

When the CALL SERVICE symbol flashes, the following message appears and copying is no longer possible. Call your service technician.

Call for service



Note

When the CALL SERVICE or CLEAR PAPER symbol is flashing, if you press the c Clear key and the digital key 8 together, the corresponding error code will appear on the copy quantity display only while both keys are held down. Please give the error code in addition when you are asking for service.

Tip

Since heaters are used to fix toner images to the copy paper, a safety circuit is incorporated in this copier. After you turn on the power switch, if a certain temperature is not attained within a specified period of time, the safety circuit assumes that something abnormal has happened, causing the copier to stop its operation. This can possibly occur when the temperature is low even if the copier is not malfunctioning. If this occurs, turn the power switch off and then on again. Repeat this procedure twice, and if the problem still persists, turn off the power switch and call for service.

10. PERIODIC MAINTENANCE MESSAGE

When the following message has appeared on the display panel:

Time for periodic maintenance (Colour)

or

Time for periodic maintenance (Black)

,

this indicates that assistance from a qualified service technician is required. Call your service technician for assistance.

10. MAINTENANCE

1. Daily inspection 10-2
2. Simple troubleshooting 10-4

1. DAILY INSPECTION

Items for Daily Check

Power switch ON/OFF status

We recommend turning the power switch ON at the startup everyday so that copies can be made whenever you want. Also, be sure to turn the power switch OFF when you leave the office. In the following cases, do not turn the power switch OFF.

- when the off-mode (or sleep mode) is set;
- when the weekly timer is in use;
- when the power is supplied to the optional printer controller.

Weekly Maintenance

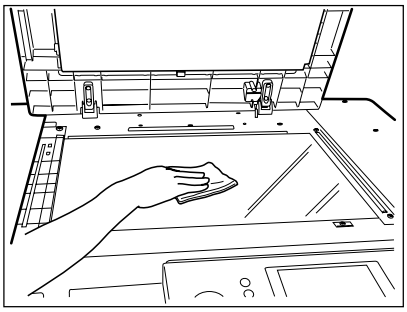
To maintain copy quality, the following items are recommended to be cleaned preferably once a week.

* Be careful not to scratch the parts that you are cleaning.

Cleaning the Original Glass

If the original glass of the copier is dirty, the stains may be copied.

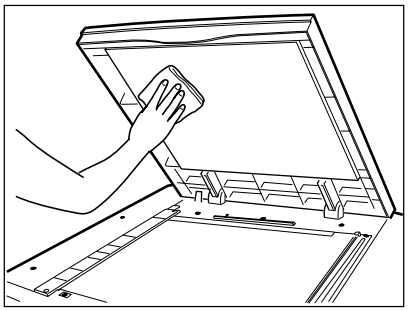
- Clean the original glass with a cloth moistened with a small amount of water or cleaning liquid, then wipe a dry cloth over the glass.



Cleaning the Original Cover

If the back face of the original cover is dirty, the copy may get dirty or the original size may be incorrectly detected.

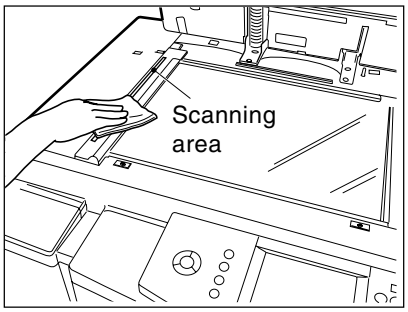
- Clean the original cover with a cloth moistened with a small amount of water, alcohol or a neutral detergent, then wipe off the detergent completely with a dry cloth.

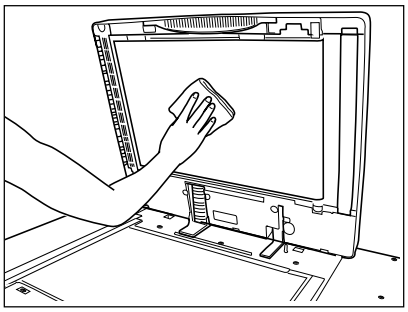


Cleaning the Reversing Automatic Document Feeder (optional)

If the scanning area is dirty, it may cause an original jam or result in dirty copies.
Also, if the original transport belt is dirty, the copies may become soild or the original size may be incorrectly detected.

- **Clean the scanning area and the original transport belt with a cloth moistened with a small amount of water, alcohol or a neutral detergent, then wipe off the detergent completely with a dry cloth.**





2. SIMPLE TROUBLESHOOTING

Check the following items, and if the problem still occurs, call service for assistance.

Copier does not start

Items to be checked	Countermeasure	Reference page
Is the power cord plug firmly inserted in the outlet?	Insert the power cord plug firmly.	
Are the front covers(left and right), the exit cover and the large-capacity feeder (optional) firmly closed?	Close the covers properly.	Page 1-2, 9-4
Is the bypass guide firmly closed?	Close the bypass guide unit properly.	Page 9-13

Display does not change when keys or icons are pressed

Is the copier in the energy saving mode (Automatic Energy Saving mode)?	Press the (ENERGY SAVER) or (START) key on the control panel to clear the mode. (It takes a while for the copier to become ready.)	Page 1-4, 6-31
Is the access code keyed in? Is the access code correct?	Key in the correct access code. * If the access code is not clear, ask your copier manager.	Page 1-9
Is a key copy counter (optional) used?	If you are using a key copy counter, insert it into the slot.	Page 1-10
Is the “Warming up” message displayed?	Wait until the copier becomes ready.	Page 1-8
Does the administrator password input screen appear?	The administrator password is required. Ask your copier manager.	Page 6-22
Is interrupt copying set?	Press the (INTERRUPT) key on the control panel to clear the mode.	Page 2-17

Copy density is too low

Items to be checked	Countermeasure	Reference page
Has the message “Install new *** toner cartridge” appeared on the screen?	Replace the toner cartridge.	Page 9-5
Is the copy density or the background adjustment set lighter than is standard?	Use the manual density keys or the background adjustment function to set the copy density properly.	Page 3-13, 4-8

Copy density is too high

Is the copy density or the background adjustment set darker than is standard?	Use the manual density keys or the background adjustment function to set the copy density properly.	Page 3-13, 4-8

Copies are stained

Is the original cover or the optional reversing automatic document feeder firmly closed?	Close the cover or the feeder firmly to shut out any outer light.	Page 2-10
Is the original glass dirty?	Clean the original glass.	Page 10-2
Is the original cover or the transport belt of the optional reversing automatic document feeder dirty?	Clean the original cover or the transport belt.	Page 10-2, 10-3
Is the scanning area dirty?	Clean the scanning area.	Page 10-3
Is the copy density set properly?	Set the copy density properly with the (AUTO) key or manual density keys.	Page 3-13
Are double-sided originals used?	As the other side of the originals can be seen, set the copy density properly (lighter) with the background adjustment function.	Page 4-8
Are originals with high transparency used?	Place a blank sheet of paper with the size of the original or larger over the original.	Page 2-10

Copy images are blurred

Items to be checked	Countermeasure	Reference page
Does the entire original lie properly on the surface of the glass?	Place the original firmly on the glass and close the original cover.	
Is the copy paper moist?	Replace with new paper.	Page 9-3

Images are partially missing

Are the original size and direction, as well as the reproduction ratio suitable for the paper size?	Select the same size of copy paper as the original, or set the reproduction ratio suitable for the paper size.	Page 3-2, 3-4
Is the margin on the copy set properly?	Set a smaller image shift value.	Page 5-2

Functions cannot be set

Are there functions that cannot be combined set together?	Refer to the Copying Function Combination and Image Quality Adjustment Combination Matrices and set again.	Page 11-11, 11-12

Desired colour does not appear

Has the message “Install new *** toner cartridge” appeared on the screen?	Replace the toner cartridge.	Page 9-5
Has the “CALL SERVICE” message appeared on the screen?	Call your service technician.	Page 9-30
Is the paper moist?	Replace with new paper.	Page 9-3
Is the level of the image density and the colour adjustment correct?	Reset the image density and colour adjustment to the standard settings. If the colour still deviates slightly, perform calibration.	Page 3-14, 4-3, 4-4 4-5, 4-6, 4-8, 4-9, 6-28

11. SPECIFICATIONS & OPTIONS

1. e-STUDIO210c/310c specifications 11-2
2. Specifications of options 11-5
3. Packing list 11-10
4. Copying function combination matrix 11-11
5. Image quality adjustment combination matrix 11-12
6. Index 11-13

1. e-STUDIO210c/310c SPECIFICATIONS

Model Name		FC-210/310
Type		Console type
Original Glass		Fixed
Copying System		Laser electronic copying
Developing System		Dry developing (2-component)
Fixing Method		Belt fusing
Photosensor Type		OPC (organic photoconductive) drum
Original Scanning System		Linear CCD sensor
Resolution		Read: 600dpi x 600dpi
		Write: 600dpi x 600dpi(primary scanning direction: 256 division smoothing)
Acceptable Originals		Sheets, books and three-dimensional objects (up to A3 size)
Acceptable Paper Size	Cassette	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO
	Bypass feeding	Paper size within 100~305 mm (Length), 148~457 mm (Width) (A3-wide to A6-R)
Acceptable Paper Weight	Cassette	64 to 163g/m^2
	Bypass feeding	64 to 256g/m^2
Warm-up Time		Approx. 4 minutes (Room temperature: 20°C/68°F)
First Copy Time(A4)		(*1) 9.5 seconds (For both full-colour and black & white copying)
Continuous Copying Speed (single-sided A4 sheets, fed from cassette)		e-STUDIO210c: 21 copies/min. (Full-colour) 31 copies/min (Black & white)
		e-STUDIOA310c: 31 copies/min. (Full-colour and black & white)
Multiple Copying		Up to 999 copies (digital key entry)
Excluded Image Width		Leading edge:5.0±2.0mm, Trailing edge:2.5±2.0mm, Both edges:2.0±2.0mm
Reproduction Ratio	Actual size	Actual size: 100±0.5%
	(*2)Standard size	Original size: A3, A4, B4, A5, OTHER
		Paper size: A3, A4, B4, A5, OTHER
	(*3)Zooming	25~400% (in 1% increments)
Paper Supply (90g/m^2)	Cassettes	600 sheets x 2 (Standard)
	Sheet bypass	115 sheets
	Options	Cassette: 600 sheets x 2, Large-capacity feeder: 1250 sheets
Toner Density Adjustment		Magnetic auto-toner system
Colour Mode Selection		Full colour, Black, Auto colour
Original Mode Selection		Text/Photo, Text, Photo, Printed image, Map, Advanced image enhancement

Image Quality	Density Control	Manual adjustment (11 density steps) and automatic adjustment
	Image Control	Hue, Saturation, Colour balance (YMCK adjustment), RGB adjustment, Sharpness, Background adjustment and One-touch adjustment
Additional Functions		Automatic paper selection, Automatic magnification selection, Interrupt, Energy saving, Weekly timer, Help, Automatic energy saving, Automatic shutoff, Mode memory, Date/Time setting, Auto job start, (*4)Automatic duplexing, Thin paper/Thick paper/OHP cassette feeding, Language switching, User selection, Department management, Automatic calibration, Dual-page, 2IN1/4IN1, (*4)Magazine sort, Edge erasing, Image shift, Book centre erasing, Monocolour, Full image, Mirror image, Negative/Positive reversal, X-Y zoom, Image repeat, Centring, Trimming, Masking
Environmental Range		Temperature: 10~30°C/50~86°F, Humidity: 20~85%RH (no dewing)
Power Requirements		220-240V, 50/60Hz, 9A
Power Consumption		2.0 kW max.
Dimensions		868mm(W) x 750mm(D) x 997mm(H)
Weight		Approx. 187kg (not including developer and toner)
Space Occupied		1560mm(W) x 750mm(D) (with bypass guide and exit tray extended)

*1 Originals set on the glass, single-sided, 100%, text/photo mode, and paper fed from the first cassette (auto colour, automatic copy density cleared).
*2 The reproduction ratio is computed automatically when both the original size and copy size are specified.
*3 Independent scaling (X-Y ZOOM) is also possible.
*4 The optional automatic duplexer is required to be installed.

*The paper mentioned above is Toshiba-recommended paper. Specifications and appearance are subject to change without notice in the interest of product improvement.

Continuous Copying Speed

Mode	Paper Size	Feeder	e-STUDIO210c		e-STUDIO310c	
			Full colour	Black	Full colour	Black
Plain Paper, THIN	A4, B5, A5-R, LT, ST-R, 8.5"SQ	Cassette Large-capacity feeder(A4)	21 sheets/min.	31 sheets/min.	31 sheets/min.	
		Bypass	21 sheets/min.	24 sheets/min.	24 sheets/min.	
	A4-R, B5-R, LT-R	Cassette	17 sheets/min.	23 sheets/min.	23 sheets/min.	
		Bypass	17 sheets/min.	19 sheets/min.	19 sheets/min.	
	B4, FOLIO, LG, COMP, 13"LG	Cassette	14 sheets/min.	19 sheets/min.	19 sheets/min.	
		Bypass	14 sheets/min.	16 sheets/min.	16 sheets/min.	
	A3, LD	Cassette	12 sheets/min.	16 sheets/min.	16 sheets/min.	
		Bypass	12 sheets/min.	14 sheets/min.	14 sheets/min.	
	A6-R	Bypass	21 sheets/min.	24 sheets/min.	24 sheets/min.	
	A3-wide (305x457mm)	Bypass	12 sheets/min.	12 sheets/min.	12 sheets/min.	
THICK1	A4, B5, A5-R, LT, ST-R	Cassette/Bypass Large-capacity feeder(A4)	10.3 sheets/min.			
	A4-R, B5-R, LT-R	Cassette Bypass	9.3 sheets/min.			
	B4, FOLIO LG, COMP	Cassette Bypass	8.5 sheets/min.			
	A3, LD	Cassette Bypass	7.9 sheets/min.			
	A6-R	Bypass	10.3 sheets/min.			
	A3-wide (305x457mm)	Bypass	7.7 sheets/min.			
THICK2	All sizes	Bypass	2~6 sheets/min.			
THICK3	All sizes	Bypass	2~6 sheets/min.			
OHP FILM	A4	Cassette/Bypass	3.3 sheets/min.			

Note 1: The values above are measured when originals are set on the original glass, and single-sided, 100% copies are made.
Note 2: The bypass copying speed is measured with the paper size specified.
Note 3: Copying speeds of THICK2 and THICK3 vary depending on the user's environment (environmental temperature) and the paper type.

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Reversing Automatic Document Feeder

Model Name	MR-3006E
Copy Sides	Single-side, Duplex
Number of Originals (A4)	50 originals (64~90g/m^2), 40 originals (91~105g/m^2)
Feeding Speed (A4, single-side)	25 originals/min.
Acceptable Originals	A3~A5-R, LD~ST-R (A5 and ST are not acceptable)
	Paper weight: 64~105g/m^2
Power Source	24V (supplied from the copier)
Dimensions	597mm(W) x 494mm(D) x 120mm(H)
Weight	Approx. 9.5kg
Power Consumption	2.0kW max. (with the copier)

Automatic Duplexer

Model Name	MD-5007
Type	Modular (cassette-type)
Acceptable Paper	A3~A5-R, LD~ST-R (A5 and ST are not acceptable)
	Paper weight: 64~105g/m^2
Maximum Capacity	30 sheets
Dimensions	633mm(W) x 626mm(D) x 110mm(H)
Weight	Approx. 9kg
Power Source	5V, 24V (supplied from the copier)
Power Consumption	2.0kW max. (with the copier)

* The paper mentioned above is Toshiba-recommended paper. Specifications and appearance are subject to change without notice in the interest of product improvement.

Large-capacity Feeder

Model Name	MP-1503
Acceptable Paper	A4
	Paper Weight: 64~163 g/m^2
Maximum Capacity	1250 sheets (90g/m^2)
Power Source	5V, 24V (supplied from the copier)
Dimensions	317mm(W) x 460mm(D) x 288mm(H)
Weight	Approx. 8.5kg
Power Consumption	1.5kW max. (with the copier)

Additional Cassette Module

Model Name	MY-1020
Acceptable Paper	A3~A5-R, LD~ST-R (A5 and ST are not acceptable)
	Paper Weight: 64~163 g/m^2
Maximum Capacity	600 sheets (90g/m^2)
Dimensions	636mm(W) x 626mm(D) x 110mm(H)
Weight	Approx. 5kg

* The paper mentioned above is Toshiba-recommended paper. Specifications and appearance are subject to change without notice in the interest of product improvement.

Finishers

<table>
<tr><td>Model Name</td><td colspan="2">MJ-1019</td><td colspan="3">MJ-1020</td></tr>
<tr><td>Type</td><td colspan="2">Floor type</td><td colspan="3">Floor type</td></tr>
<tr><td rowspan="2">Acceptable Paper</td><td colspan="5">A3-wide~A5-R, LD~ST-R (A5 and ST are not acceptable)</td></tr>
<tr><td colspan="5">Paper weight: 64~256g/m²</td></tr>
<tr><td rowspan="3">Number of Copies
Stapled at a Time
(For both models)</td><td></td><td>80g/m²</td><td>90g/m²</td><td colspan="2">105g/m²</td></tr>
<tr><td>A4, B5, LT</td><td>50 sheets</td><td>30 sheets</td><td colspan="2">30 sheets</td></tr>
<tr><td>A3,A4-R,B4,FOLIO
LD,LG,LT-R,COMP</td><td>30 sheets</td><td>15 sheets</td><td colspan="2">15 sheets</td></tr>
<tr><td>Stapling Position</td><td colspan="5">Front, Rear, Rear diagonal, Double</td></tr>
<tr><td>Saddle Stitcher</td><td colspan="2">No</td><td colspan="3">Yes</td></tr>
<tr><td rowspan="3">Stitching Capacity</td><td colspan="2" rowspan="3"></td><td colspan="3">A3, A4-R, B4, LD, LT-R</td></tr>
<tr><td>80g/m²</td><td>90g/m²</td><td>105g/m²</td></tr>
<tr><td>15 sheets</td><td>8 sheets</td><td>8 sheets</td></tr>
<tr><td>Hole Punch Unit</td><td colspan="5">Optional</td></tr>
<tr><td>Power Source</td><td colspan="5">24V (supplied from the copiers)</td></tr>
<tr><td>Dimensions</td><td colspan="5">599mm(W) x 615mm(D) x 1020mm(H)</td></tr>
<tr><td>Weight</td><td colspan="2">Approx.36 kg</td><td colspan="3">Approx.56 kg</td></tr>
<tr><td>Power Consumption</td><td colspan="5">170W max.</td></tr>
</table>

* The paper mentioned above is Toshiba-recommended paper. Specifications and appearance are subject to change without notice in the interest of product improvement.

Finishers (Cont.)

● Tray Loading Capacity ...*The tray loading capacity is determined by the loading height as below.

Units of mm ± 7mm Values in parentheses ( ) = the number of 80g/m² sheets

Mode	Non-sort		Sort/Group		Staples loaded	
					Mixed paper not loaded	Mixed paper loaded
Tray No.	1	2	1	2	1,2	1,2
A5-R, ST-R	147 (1000)	147 (1000)	x	x	x	x
A3-wide, B5-R	74 (500)	74 (500)	x	x	x	x
A4,B5, LT	147 (1000)	147 (1000)	147 (1000)	147 (1000)	Whichever of 110mm, 750 sheets or 50 copies is reached first.	Whichever of 74mm, 500 sheets or 50 copies is reached first.
A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP	74 (500)	74 (500)	74 (500)	74 (500)	Whichever of 74mm, 500 sheets or 50 copies is reached first.	Whichever of 74mm, 500 sheets or 50 copies is reached first.

Hole Punch Unit (Options for MJ-1019/MJ-1020)

Paper weight : 64 - 256g/m²

	Number of punch holes and hole diameter	Available paper sizes
Japan and most of Europe (MJ-6002E)	2 holes (6.5 mm dia.)	A3, A4, A4-R, B4, B5, B5-R, FOLIO
North America (MJ-6002N)	2/3 holes switchable (8.0 mm dia. or 0.31"dia.)	2 holes: LG, LT-R 3 holes: LD, LT
France (MJ-6002F)	4 holes (6.5 mm dia.; 80 mm pitch)	A3, A4
Sweden (MJ-6002S)	4 holes (6.5 mm dia; 70, 21 mm pitch)	A3, A4, A4-R, B4, B5, B5-R, FOLIO

* The paper mentioned above is Toshiba-recommended paper. Specifications and appearance are subject to change without notice in the interest of product improvement.

Network Scanning Function (the optional GA-1020/GA-1030 is required to be installed)

* See the Operator's Manual for the Printer Controller (User Document CD-ROM) for the specifications of the printer controller (GA-1020/GA-1030).

Scanning Method	Original glass: Single-sided Reversing Automatic Document Feeder (optional): Single, Double
Scanning Size	A3 at maximum (excluding 2mm of circumferential margin)
Original Type	Photo / Printed image
Colour Mode	Full colour / Grey scale
Resolution	150/300/600 dpi
Gradation	Full colour: 256 for each RGB Grey scale: 256
Background Density	5 levels
Compression Method	Full colour / Grey scale: JPEG
File Format	JPEG (*.jpg) / PDF (*.pdf) / TIFF6.0 (*.tif)
Scan Type	Scan to MailBox (0000-9999) Scan to E-mail Scan to HoldQueue
E-mail Transmission	File attachment / URL notification
Required Software	Fiery Scan™ Command Workstation™ (when using the HoldQueue function) WebSpooler™ (when using the HoldQueue function) TWAIN Plugin

* Specifications and appearance are subject to change without notice in the interest of product improvement.

3. PACKING LIST

Packing List	Photoconductive Drum
	Copy Receiving Tray
	DF Level-up Kit
	Unpacking Instructions
	Operator's Manual Pocket
	Set-up Instructions
	Customer Satisfaction Card
	Detachable Cords

Function set last / Function set first	APS	Cassette selection	Sheet bypass	AMS	Enlarge/ Reduce	1 ↓ 1	1 ↓ 2	2 ↓ 1	2 ↓ 2	Book ↓ 2	Original mode selection	Mixed-sized originals	Image shift	Edge erase	Book centre erase	Dual page	Full image	2 IN 1/ 4 IN 1	XY zoom	Trim/ Mask	Mirror	Neg/ Pos reversal	Centring	Image repeat	Non-sort/ Sort/ Group	Staple sort	Magazine sort/Magazine sort & saddle stitch	Hole punch	Saddle stitch
APS		S	S	S	S	Y	Y	Y	Y	S	Y	Y	Y	Y	S	S	Y	Y	S	Y	Y	Y	S	S	Y	Y	S	Y	S
Cassette selection	S		S	Y	Y	Y	Y	Y	Y	Y*2	Y	Y	Y	Y	Y	Y*2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Sheet bypass	Y*1	S		Y*1	Y	Y	Y*1	Y	Y*1	Y*1,2	Y	Y	Y*1	Y*1	Y*1	Y*1	Y*1	Y*1	Y	Y*1	Y*1	Y*1	Y*1	Y*1	Y	Y*1	Y*1	Y*1	Y*1
AMS	S	Y	S		S	Y	Y	Y	Y	S	Y	Y	Y	Y	S	S	Y	Y	S	Y	S	Y	S	S	Y	Y	Y	Y	Y
Enlarge/Reduce	S	Y	Y	S		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	F	S	Y*4	Y	Y	S	Y*4	Y	Y	F	Y	S
1→ 1	Y	Y	Y	Y	Y		F	F	F	F	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	S	Y	S
1→ 2	Y	Y	Y*1	Y	Y	F		F	F	F	Y	Y*4	Y	Y	Y	Y	Y	Y	Y	Y	Y	F	Y	F	Y	Y	Y	Y	S
2→ 1	Y	Y	Y	Y	Y	F	F		F	F	Y	Y	Y	Y	F	F	Y	Y	Y	Y	Y	F	Y	F	Y	Y	F	Y	S
2→ 2	Y	Y	Y*1	Y	Y	F	F	F		F	Y	Y	Y	Y	F	F	Y	Y	Y	Y	Y	F	Y	F	Y	Y	Y	Y	Y
Book→ 2	F	Y*2	Y*1,2	F	Y	F	F	F	F		Y	F	Y	Y	F	F	F	F	F	F	F	F	F	F	Y	Y*4	F	Y	S
Original mode selection	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y*3	Y	Y	Y	Y	Y	Y	Y	Y	Y*3	Y	Y
Mixed-sized originals	Y	Y	Y	Y	Y	Y	Y*4	Y	Y	F	Y		Y	Y	F	F	Y	F	F	Y	Y	Y	Y*4	F	Y	Y*4	F	F	F
Image shift	Y	Y	Y*1	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	F	F	Y	Y	Y	Y	F	F	Y	Y	F	Y	F
Edge erase	Y	Y	Y*1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	F	Y	Y	Y	Y	Y	F	F	Y	Y	Y	Y	Y
Book centre erase	F	Y	Y*1	F	Y	Y	Y	F	F	F	Y	F	Y	Y		F	F	F	Y	F	Y	Y	F	F	Y	Y	F	F	F
Dual page	F	Y*2	Y*1	F	Y	Y	Y	F	F	F	Y	F	Y	Y	F		F	F	F	F	F	Y	F	F	Y	Y	F	Y	F
Full image	Y	Y	Y*1	Y	Y	Y	Y	Y	Y	F	Y	Y	F	F	F	F		F	Y	F	Y	Y	F	F	Y	Y	F	Y	F
2 IN 1 / 4 IN 1	Y	Y	Y*1	Y	F	Y	Y	Y	Y	F	Y*3	F	F	Y	F	F	F		F	F	F	F	F	F	Y	Y	F	Y	F
XY zoom	F	Y	Y	F	S	Y	Y	Y	Y	F	Y	F	Y	Y	Y	F	Y	F		F	F	F	F	F	Y	Y	F	Y	F
Trim/Mask	Y	Y	Y*1	Y	Y*4	Y	Y	Y	Y	F	Y	Y	Y	Y	F	F	F	F	F		F	F	F	F	Y	Y	F	Y	F
Mirror	Y	Y	Y*1	F	Y	Y	Y	Y	Y	F	Y	Y	Y	Y	Y	F	Y	F	F	F		F	F	F	Y	Y	F	Y	F
Neg/Pos reversal	Y	Y	Y*1	Y	Y	Y	F	F	F	F	Y	Y	Y	Y	Y	Y	Y	F	F	F	F		F	F	Y	Y	F	Y	F
Centring	F	Y	Y*1	F	F	Y	Y	Y	Y	F	Y	Y*4	F	F	F	F	F	F	F	F	F	F		F	Y	Y	F	Y	F
Image repeat	F	Y	Y*1	F	Y*4	Y	F	F	F	F	Y	F	F	F	F	F	F	F	F	F	F	F	F		Y	Y	F	F	F
Non-sort/ Sort/Group	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		S	S	Y	S
Staple sort	Y	Y	Y*1	Y	Y	Y	Y	Y	Y	Y	Y	Y*4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	S		S	Y	S
Magazine sort/Magazine sort & saddle stitch	Y	Y	Y*1	Y	F	F	Y	F	Y	F	Y*3	F	F	Y	F	F	F	F	F	F	F	F	F	F	S	S		F	S
Hole punch	Y	Y	Y*1	Y	Y	Y	Y	Y	Y	Y	Y	F	Y	Y	F	Y	Y	Y	Y	Y	Y	Y	Y	F	Y	Y	F		F
Saddle stitch	Y	Y	Y*1	Y	F	F	F	F	Y	F	Y	F	F	Y	F	F	F	F	F	F	F	F	F	F	S	S	S	F	

Y : The functions can be combined.

F : The functions cannot be combined. (The function set first takes precedence.)

S : The functions cannot be combined. (The function set last takes precedence.)

*1: Available if paper size is specified.

*2: Only A4 and B5 are selectable.

*3: Not available in the AI mode.

*4: The result is not guaranteed though the functions are operable.

Function set first \ Function set last			Copy density		Colour mode selection										
			Manual	Auto	Mono-colour	Hue	Saturation	Colour balance	RGB	One-touch adjustment				Back-ground	Sharp-ness
										Vivid	Clear	Warm	Cool		
Copy density	Manual			S	Y	Y	Y	Y	Y	Y	Y	Y	Y	S	Y
	Auto		S		Y	Y	Y	Y	Y	Y	Y	Y	Y	F	Y
Colour mode selection	Monocolour		Y	Y		F	F	F	F	F	F	F	F	Y	Y
	Hue		Y	Y	F		Y	Y	Y	F	F	F	F	Y	Y
	Saturation		Y	Y	F	Y		Y	Y	F	F	F	F	Y	Y
	Colour balance		Y	Y	F	Y	Y		F	F	F	F	F	Y	Y
	RGB		Y	Y	F	Y	Y	F		F	F	F	F	Y	Y
	One-touch adjust-ment	Vivid	Y	Y	F	F	F	F	F		F	F	F	F	F
		Clear	Y	Y	F	F	F	F	F	F		F	F	F	F
		Warm	Y	Y	F	F	F	F	F	F	F		F	F	F
		Cool	Y	Y	F	F	F	F	F	F	F	F		F	F
	Background		Y	F	Y	Y	Y	Y	Y	F	F	F	F		Y
	Sharpness		Y	Y	Y	Y	Y	Y	Y	F	F	F	F	Y	

Y : The functions can be combined.

F : The functions cannot be combined. (The function set first takes precedence.)

S : The functions cannot be combined. (The function set last takes precedence.)

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OPERATOR'S MANUAL FOR COPYING FUNCTIONS

e-STUDIO 210c/310c

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